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ABSTRACT

Developed as a local supplement and instructional guide and syllabus for students enrolled in Bibliography-301: Methods of Library Research, this learners' manual focuses on such library skills as the formulation of appropriate search strategies, the selection and evaluation of reference tools and sources, the selection of needed materials from these sources, and techniques for recording and organizing that information. It is designed to enable the student to make judicious choices from the multiplicity of available sources, including the understanding of these sources, and to prepare him/her to make consistent and logical presentations of bibliographical search results. The course itself is structured as a broad general search, i.e., it is organized into small units in 47 chapters by types of reference sources generally used in the social sciences and the humanities. Included are a detailed course syllabus of reading assignments, class projects and examinations, and the requirements for successful completion of the course. (RAA)

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METHODS OF LIBRARY RESEARCH:

A Manual for Bibliography 301

University of Colorado, Boulder
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Eddy Hogan

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Deborah Fink
Eddy Hogan

Norlin Library
Reference Department

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Bib 301, Sec 1
T/Th 11:00-11:50
Libr 101 (Library Instruction Room)

Deborah Fink, Ext 7521
Reference/Instruction Librarian
Norlin Library

METHODS OF LIBRARY RESEARCH

Fall 1981 Course Outline

Week	Tuesday	Thursday
1)		S3 introduction
2)	S8 pretest READ TURABIAN CHAPTERS 1-5 AND APPENDICES	S10 research, tour
3)	S15 search strategy, reference bks EXAMINE COPIES OF PATHFINDERS ON RESERVE IN CIRCULATION	S17 evaluation
4)	S22 pathfinders, glossary, LC TOPIC DUE	S24 documentation - bib cards notetaking - content cards
5)	S29 encyclopedias: exercise 1	O1
6)	O6 ord books: exercise 2 EXERCISE 1 DUE	O8
7)	O13 guidebooks: exercise 3 EXERCISE 2 DUE	O15 topic outline & scope statement
8)	O20 classification, call numbers EXERCISE 3 DUE	O22 card catalog, catalog cards
9)	O27 alphabetization, filing OUTLINE DUE	O29 LCSH: preliminary to exer. 4
10)	N3 finding books: exercise 4 PRELIM TO EXER 4 DUE	N5
11)	N10 ROUGH DRAFT OF PATHFINDER THRU "GUIDEBOOKS" DUE	N12 finding articles: exer 5 EXERCISE 4 DUE
12)	N17	N19
13)	N24 take-home posttest distributed ROUGH DRAFT OF PATHFINDER THRU "BIBLIOGRAPHIES"DUE	(N26 Thanksgiving Holiday)
14)	D1 other sources: exercise 6 EXERCISE 5 DUE	D3 government publications
15)	D8 review EXERCISE 6 DUE	D10 CBRS demo TAKEHOME POSTTEST DUE
16)	EH = MON 14 Dec 11:30-2:30 DF = TUE 15 Dec 11:30-2:30	FINAL PATHFINDER DUE (Attendance Mandatory)

BIB 301 REQUIREMENTS

Required Text:

Turabian, Kate L. Student's Guide for Writing College Papers. 3d ed. Chicago: University of Chicago Press, 1976. (Available in bookstore.)

Required Supplies:

3 x 5 index cards.

Course Work:

Due Tues 22 Sept - Topic: On a 3 x 5 index card print your name and selected topic for course work and Pathfinder (see "Topic Guidelines"). Include a sentence or two of explanation.

Due Tues 6 Oct - Exercise 1

Due Tues 13 Oct - Exercise 2

Due Tues 20 Oct - Exercise 3

Due Tues 27 Oct - Outline

Due Tues 3 Nov - Preliminary to Exercise 4

Due Tues 10 Nov - Rough draft of Pathfinder through "Guidebooks"

Due Thur 12 Nov - Exercise 4

Due Tues 24 Nov - Rough draft of Pathfinder through "Bibliographies"

Due Tues 1 Dec - Exercise 5

Due Tues 8 Dec - Exercise 6

Due Thur 10 Dec - Take-home posttest

Due Mon 14 Dec - EH: Final Pathfinder
Tues 15 Dec - DF: Final Pathfinder

Grades:

The preceding assignments will generate 11 letter grades (6 exercises, an outline, and grades for the take-home posttest and the Pathfinder will be doubled). These grades will be averaged to determine your course grade. The following criteria will be applied when grading your assignments.

F - No assignment.
D - Less than minimum requirements and/or less than adequate execution.
C - Minimum requirements / adequate execution.
B - More than minimum requirements and/or more than adequate execution.
A - More than minimum requirements and outstanding execution.

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BIBLIOGRAPHY 301 COURSE DESCRIPTION

Bibliography 301: Methods of Library Research will focus on the formulation of search strategy, including the selection and evaluation of reference tools and other information sources, the selection of relevant information from such sources, and techniques for recording and organizing that information. The selection and evaluation of reference and information sources requires a knowledge of the various types of sources and an understanding of the functions and values of particular sources. The selection of relevant information for a research project requires the formulation of a thesis statement and/or preliminary outline as criteria for selection. The recording and organizing of information requires the use of bibliography and note cards and the formulation of a final outline or other organizational structure.

The Bib 301 course outline has been structured as a broad, general search strategy, i.e., the course is organized by types of reference sources presented in the order that they are likely to be used when doing a research project in the social sciences or humanities. In class we will look at representative examples from each category of reference sources and learn their functions, values, and limitations. You will choose a topic and identify its scope as well as write an outline for a research paper on that topic. Although you will <u>not</u> actually write a paper for this class, you will complete six "hands-on" exercises designed to enable you to use and evaluate specific reference and information sources and help you develop a pathfinder or study guide for your topic. We will study documentation and notetaking, and you will compile, in conjunction with the exercises, bibliography cards to be incorporated into your pathfinder. This pathfinder will serve as the organizational framework for what you learn about approaching your topic and as a model for future search strategies.

TOPIC GUIDELINES

When choosing a topic for your Pathfinder, please follow these guidelines:

1) Limit yourself to those topics which fall within the disciplines of the Social Sciences and Humanities (as opposed to topics in the Pure and Applied Sciences). The Social Sciences include the following disciplines - Anthropology, Mythology, and Folklore; Economics; Education; Geography; History and Area Studies; Sociology; Psychology and Psychiatry; Political Science. Disciplines in the Humanities include - Language and Linguistics; Literature; Performing Arts (Dance, Film, Music, Theater); Philosophy; Religion; Visual Arts (Architecture, Painting, Sculpture).

   Because the focus of the course assignments will be on your use of information sources available in Norlin Library, we ask that you do not choose topics in Mathematics, or any of the Physical, Biological or Applied Sciences.

2) Do not choose a topic for which you are currently writing a research paper in another course. Our timetable for compiling a Pathfinder will probably not coincide or be adaptable to the timetable or due dates for papers assigned in other courses.

3) You should choose a topic about which you know little, yet is interesting to you. As you will be working with the same topic all semester, an interest in the topic and a lack of prior knowledge about it will probably enhance your research.

   The primary purpose of the assignments is not to locate information on your particular topic, but rather to familiarize yourself with the various types of reference tools available. Your topic will function as a means of approaching each source. The research process is the focus, the information located is secondary. Your "success" will not be judged by the quantity of information you find, but by the quality (the appropriateness and thoroughness) of your search strategy throughout the semester.

4) All topics are subject to the approval of your instructor.

Below is a list of possible Pathfinder topics to stimulate your own ideas. Most of them should be narrowed or limited to a particular aspect. Your choice is not limited to these topics:

European economic community and energy
Historical development of science fiction literature
Bilingual elementary education in the U.S.
Communication with primates
History of libraries
Folklore/legends of Native Americans
Chicano literature
Avant garde French cinema
Exorcism
Indo-European society
Divorce trends in the U.S.
Teenage alcoholism
Rehabilitation of juvenile delinquents
Two-income families
Discrimination against women in higher education
Origins of Existentialism
Effects of nuclear war
Feudal Japan
Cruelty to animals
Prehistoric rock art
Black English
Communist International
Islam and politics
Aztec calendar
Victims of crimes

ESSAY GUIDELINES

Guidelines for Completing Bib 301 Exercises

Each of the six exercises required for completion of this course is designed to acquaint you with a type of reference tool and to demonstrate the usefulness of that type of tool in your search strategy. Each exercise will be concluded with a brief essay. The purpose of the essay is to evaluate and critically analyze a reference tool (exercises 1,2,6) or to describe your procedure in locating information, thereby developing patterns of reference tool use (exercises 3,4,5). Refer to the guidelines below when completing the essay section of each exercise.

I. Evaluating Reference Tools (Exercises 1, 2, 6)

A reference tool can be described and critiqued as a work in its own right and/or as a resource for a particular topic. It is altogether possible that an outstanding reference work may prove useless for a specific subject, just as it is possible that an otherwise marginal work might contain material crucial to a topic but not found elsewhere. Therefore it is important to analyze reference works both in general and in relation to a particular need.

Turabian (Student's Guide. . . pp. 26-30) tells you to examine the "outward evidences of reliability" and the "material itself," while Mudge ("How to Study Reference Books" handout) says you should examine the title page, read the preface or introduction, and examine the contents. In addition, the handout "Evaluation of Reference Works" lists various aspects to check when examining a work. Use these three aids to evaluation when confronting a reference tool initially, and as guidelines when writing your essays.

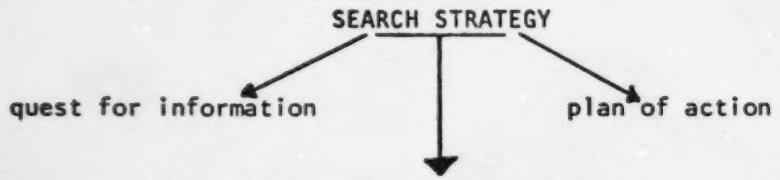
The value of a tool for your topic will be determined by the information or bibliographic references you find, but your analysis should include the steps you took to locate that material. For example, use of a table of contents or index, subject headings tried, cross-references pursued, etc. If the tool is not useful to your subject, suggest reasons for its deficiency, based on scope, intent, up-to-dateness, etc.

II. Describing Your Approach to Reference Tools (Exercises 3, 4, 5)

Each exercise should be a meaningful encounter with reference tools. More important than the information or leads to information that you find, is the process of familiarizing yourself with the particular work. How you look for material is more important than what you find. Your strategy in using reference works should be consciously developed throughout the course and reflected in your essays by describing step-by-step the procedure you follow: how you acquaint yourself with a particular work, how you determine the best way to use it, how you look for information or references on your topic (subject headings, access points, etc.), and how you make sure you have tried all possibilities.

III. General Hints for Essay Writing

A. Organize your essay with an introduction, logical development, and conclusion.
B. Use complete sentences and structure each paragraph as carefully as the total essay.
C. Avoid clichés and all unnecessary words. Write concisely and eliminate padding.
D. Check word usage, spelling, word division, punctuation, etc. Proofread!
E. Use blue or black ink or ribbon on 8 1/2" x 11" paper; do not use eraseable bond typing paper.



A search strategy is an organized, systematic procedure or approach to locating information in a library, which includes the selection and evaluation of sources of information, the order in which the sources are employed, the selection of relevant information from the sources, and techniques for recording and organizing that information.

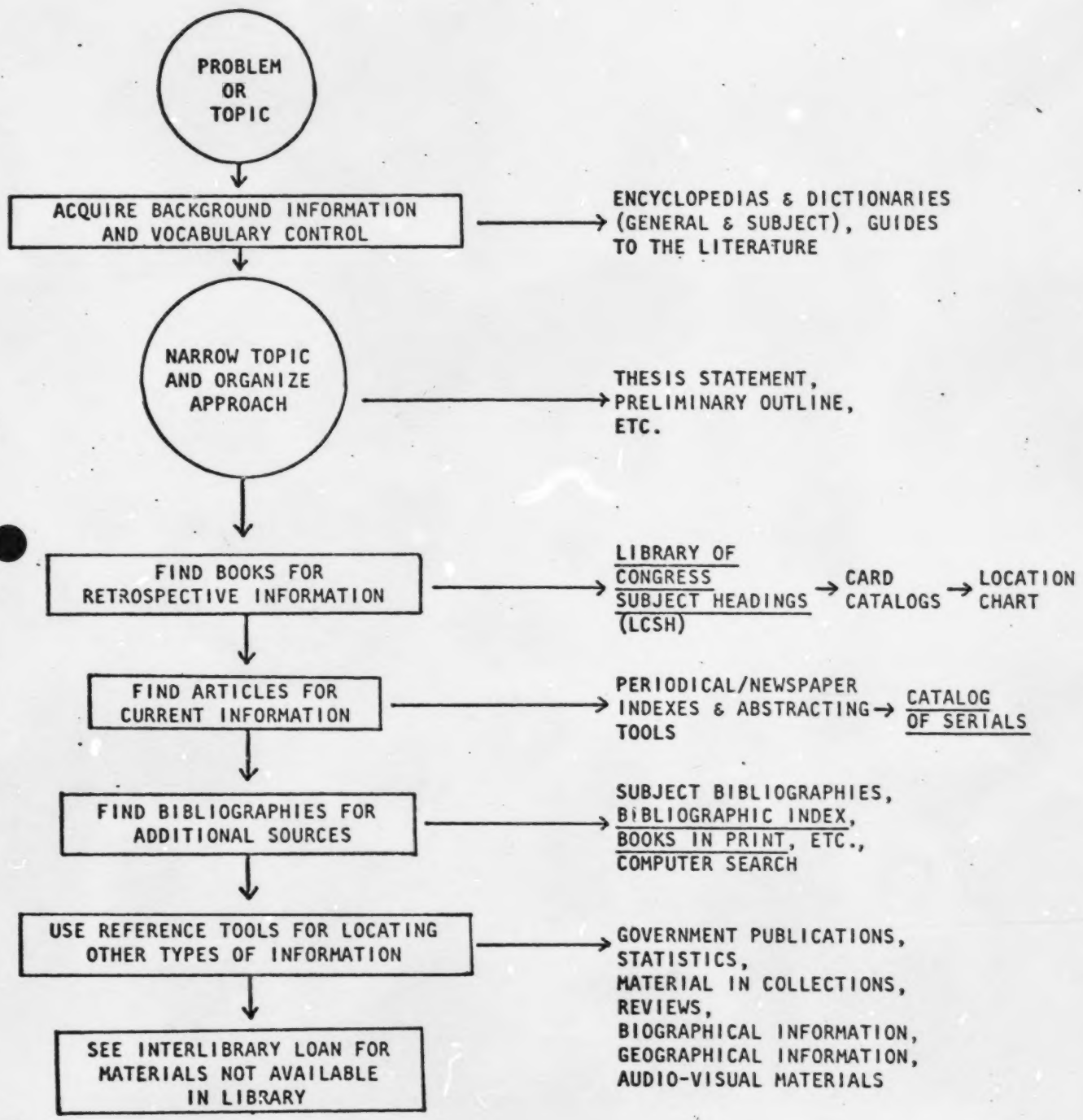
The first step, of course, is to select a problem area or topic. You might consult the course instructor or course outline or textbook for ideas. You could browse in current periodicals for the field and look for review articles. Then, the actual search strategy consists of two stages: descriptive exploration and data collection.

I. Descriptive Exploration: To refine topic, establish search terms, compile a preliminary bibliography, organize approach.
   - A. Suitability of topic
     1. scope (discipline, aspects, extent)
     2. approaches/organization
     3. availability and level of information
     4. access to and formats of available information
   - B. Background information
     1. general and subject encyclopedias (use the index, follow through on "see" and "see also" references, note terminology)
     2. guide books (look for bibliographies, especially)
   - C. Vocabulary control (the words, phrases, subject headings with which you will search for information on your topic)
     1. general and subject dictionaries
     2. Library of Congress Subject Headings (a key to the subject catalog, also for expanding general terminology)
     3. catalog card subject tracings
   - D. Organization
     1. develop search strategy (select and prioritize steps, sources, etc.)
     2. thesis statement (take a position, answer a question, make a point, support/disprove a theory)
     3. preliminary outline (should allow for changes, growth)
     4. timeline (keep flexible; include communication of results)
     5. notetaking (content cards)
     6. documentation (bibliography cards)

II. Data Collection: The gathering and evaluating of information.
   - A. Books: the card catalog, the location chart, LCSH, bibliographic tools
   - B. Articles: periodical and newspaper indexing and abstracting publications, the Catalog of Serials
   - C. Other sources: reference tools, government publications, audiovisual materials, computer searches, interlibrary loans

The search culminates with the communication of the results of your quest (use a style manual and a dictionary!).

LIBRARY RESEARCH STRATEGY


PROBLEM OR TOPIC
ACQUIRE BACKGROUND INFORMATION AND VOCABULARY CONTROL
ENCYCLOPEDIAS & DICTIONARIES (GENERAL & SUBJECT), GUIDES TO THE LITERATURE
NARROW TOPIC AND ORGANIZE APPROACH
THESIS STATEMENT, PRELIMINARY OUTLINE, ETC.
FIND BOOKS FOR RETROSPECTIVE INFORMATION
LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH)
CARD CATALOGS
LOCATION CHART
FIND ARTICLES FOR CURRENT INFORMATION
PERIODICAL/NEWSPAPER INDEXES & ABSTRACTING TOOLS
CATALOG OF SERIALS
FIND BIBLIOGRAPHIES FOR ADDITIONAL SOURCES
SUBJECT BIBLIOGRAPHIES, BIBLIOGRAPHIC INDEX, BOOKS IN PRINT, ETC., COMPUTER SEARCH
USE REFERENCE TOOLS FOR LOCATING OTHER TYPES OF INFORMATION
GOVERNMENT PUBLICATIONS, STATISTICS, MATERIAL IN COLLECTIONS, REVIEWS, BIOGRAPHICAL INFORMATION, GEOGRAPHICAL INFORMATION, AUDIO-VISUAL MATERIALS
SEE INTERLIBRARY LOAN FOR MATERIALS NOT AVAILABLE IN LIBRARY

HOW TO STUDY REFERENCE BOOKS

Only constant and practical use of a reference book will make a student thoroughly familiar with its character and use, but the following suggestions will help him in his preliminary examination of the book.

1. Examine title page carefully for information as to
   a) scope of work as indicated in title
   b) author's name
   c) author's previous record (often indicated by list of degrees, positions, titles of earlier works, etc.)
   d) publisher
   e) date of publication. Check date of publication by reference to copyright date and date of Preface; while these dates offer no absolute guarantee of the date of information in the book, they sometimes help in determining this, especially in cases where they are considerably earlier than the imprint date.

2. Read Preface or Introduction for
   a) further information as to scope of work
   b) special features claimed
   c) limitations, if any
   d) comparison with other books on same subject.

3. Examine book itself for
   a) arrangement
   b) kind of entry
   c) cross references, i.e., extent to which included, whether given in main work or in separate list, etc.
   d) supplementary lists, noting number and kind and how connected with main work
   e) indexes, noting fullness and exactness of reference
   f) quality and kind of articles, noting whether they are popular or scientific, signed or unsigned, impartial or biased, and especially whether they are equipped with satisfactory bibliographical references in the form of either appended bibliographies, references throughout the text, or bibliographical footnotes. Several articles should be read carefully, compared with similar articles in other books. The student should, if possible, look up some subjects upon which he has either some special knowledge or means of securing accurate information. However important the form and convenience of arrangement in a reference book may be, the trustworthiness of its information is of still greater importance, and a knowledge of its comparative accuracy or inaccuracy is fundamental to any real knowledge of the book.

4. In examining both Preface and articles, note any evidence of lack of impartiality; e.g., if the book deals with a controversial subject, religious, political, etc., does it represent only one side; or, in the case of a biographical work, are the selection of names, kind and length of an article, etc., determined in any way by the desire to secure subscribers.

5. In studying the arrangement of a book, note the possibility of variation in books which follow the same general arrangement; e.g., in a work arranged alphabetically, note what rules for alphabetizing have been followed. Among

encyclopedias, for example, the Britannica and the Americana follow different rules, and the student who does not observe that may miss the article for which he is looking. The alphabetizing of words containing an umlauted vowel is a possible source of confusion in many books, and in foreign reference books, in general, one should always remember points in which the foreign alphabetizing differs from the English.

6. If the work in question purports to be a new edition, note carefully the extent of revision claimed for it and check this by comparison with earlier editions. New or revised editions often present very special difficulties, and the examination should be extended enough to determine whether the revision is
   a) so complete and thorough that it supersedes the earlier work
   b) thorough, but with the omission of some material included in the earlier work which is still useful, in which case the two editions may have to be used together, or
   c) so insufficient and superficial that the earlier edition is still to be preferred.

   A reference worker needs such information about a book for two purposes:
   a) to decide whether or not the book should be purchased
   b) to be able to explain to readers who ask for a so-called new edition why its purchase was considered advisable.

From - the sixth edition of Guide to Reference Books edited by Isadore Gilbert Mudge as reprinted in Sheehy's Guide to Reference Books (ninth edition).

(See also Turabian "Evaluating Source Materials" pages 26-30 and yellow outline "Evaluation of Reference Works.")

EVALUATION OF REFERENCE WORKS

I. Reference Work in General
   - A. Format and ease of use
     1. general appearance; size
     2. binding, paper, type, illustrations, page make-up, margins, etc.
     3. pagination, running titles, textual divisions, etc.
   - B. Arrangement and access
     1. alphabetical, chronological, topical
     2. cross references
     3. table of contents, index
     4. introduction, guide to user
   - C. Authority
     1. reputation of publisher
     2. qualifications of author, editor, compiler, contributors identified
     3. sources of data identified
   - D. Aim and scope
     1. purpose identified
     2. intended use and users
     3. thoroughness, completeness of entries
     4. balance in selection and treatment
     5. range, depth of coverage
   - E. Up-to-dateness and accuracy
     1. date of latest copyright
     2. revision policy or supplements, yearbooks, etc.
     3. currency of statistical data, illustrations, bibliographies, etc.
     4. proper documentation
     5. consistency
   - F. Treatment and style
     1. point of view
     2. language
     3. quality, level of writing
     4. facts vs. opinions
   - G. Special features
     1. supplementary material (illustrations, glossary, appendix, etc.)
     2. aids to users (dividers, color coding, etc.)

II. Reference Work in Relation to a Particular Topic
   - A. Ease of use
     1. figuring it out: guide to user, etc.
     2. access: contents, index, arrangement, subject heading, etc.
     3. convenience of arrangement: information concentrated or scattered
     4. understandable data
   - B. Coverage
     1. relevance
     2. thoroughness
     3. completeness
     4. up-to-dateness
   - C. Usefulness to paper
     1. new material or new approach
     2. appropriate level
     3. additional references

Notes made:
Bibliographic citations made:
Overall evaluation:
Comparison:

PATHFINDER GUIDELINES

TOPIC

A limited subject will work best. Refer to the handout entitled "Topic Guidelines" for details and a list of possible topics. On your pathfinder the topic should be typed in all capital letters and centered 1 1/2 inches from the top of the page.

SCOPE

A concise, explanatory, factual statement to define and delimit your topic. This note should be derived but not directly quoted from authoritative sources.

Example:

TOPIC Child Abuse: The Generation Cycle
SCOPE Child abuse is the intentional harm (physical or emotional) to a child by a parent or guardian. When a child who has been beaten grows up to abuse his own children this is known as the generation cycle.

INTRODUCTION

List an article in a reference work, periodical or book that will provide a brief overview or general introduction to the topic.

ENCYCLOPEDIAS AND DICTIONARIES

This section may be combined with the "Introduction" or excluded in some cases. You may wish to cite specific articles or suggest key terms defined in the dictionary. Five or less relevant titles should be included.

GUIDEBOOKS

If one is available, the value and use of this tool should be emphasized in an annotation. For example, highlight features that will be particularly useful to the research of this topic and list appropriate chapters or sections for your topic.

CARD CATALOG SUBJECT HEADINGS

Prioritize the best headings to look under in the subject catalog and refer the user to LCSH for additional headings. You may wish to introduce this section with a sentence such as "Materials dealing with (topic) are listed in the subject card catalog under these headings:"

Example:

Child abuse
Child abuse - Case studies
Cruelty to children
Child welfare
Children - Law
Children's rights

KEY TEXTS

List the classic and definitive works available, especially recent ones. Appropriate titles for this section will be cited repeatedly in bibliographies and articles. If you identify key texts not available on campus, be sure to indicate this in an annotation. This section should be limited to no more than 10 texts, all of which should be briefly annotated.

BIBLIOGRAPHIES

You can include subject-specific bibliographies or general bibliographies (e.g., Subject Guide to Books in Print) so that the user can discover what has been published on the topic. When referring to a general bibliography, suggest the most relevant subject headings to use.

INDEXES

Periodical, newspaper or special indexes should be listed in priority order. Give the full title only for each index, and list the most pertinent subject headings for each index.

KEY ARTICLES

If you locate any periodical or newspaper articles on your topic which are particularly timely or informative, list them here. This section should be limited to no more than 10 articles, all of which should be annotated. If an article is not available on campus, indicate this in the annotation.

OTHER SOURCES

Depending upon your topic, this section may be particularly important or excluded altogether. Use it to cite relevant sources in government publications, review sources, biographical tools or any of the miscellaneous works.

SUMMARIZING COMMENTS

Discuss in a single paragraph problems a user might encounter when researching this topic. Points to consider include: more literature available on topic than can be used; very little available in books or journals, etc.; available information too peripheral; many of the sources in foreign languages; non-availability of sources on campus; general tips for an effective search.

GENERAL GUIDELINES

1) Examine the packet of sample Pathfinders on reserve at Circulation early in the semester.
2) The final copy of your Pathfinder must be typed.
3) Cite all entries according to Chapter 7 of Turabian's Student's Guide and your "Citing Periodical and Newspaper Articles" handout.
4) Include the location and call number for each entry.
5) Verify the format and entries with your instructor before typing the final draft.
6) The section headings should be in all CAPS. In some cases you may wish to precede entries in sections with a lead-in phrase or note to the user when the section heading needs additional explanation.
7) In some sections you may list only 1 item: in those cases singularize the heading. For example, if you list only one bibliography, change the heading from "Bibliographies" to "Bibliography."
8) Arrange the entries in each section alphabetically OR provide an explanation of the arrangement if it is not alphabetical.
9) Note that all Pathfinders will not necessarily have entries for each section outlined above. Some topics, for example, will not have guidebooks or bibliographies available.
10) Examine all materials to be included if they are available on campus.
11) Use the following criteria to guide you when selecting entries (especially in the KEY TEXTS and KEY ARTICLES sections):
    (a) relevancy to topic
    (b) recency of information
    (c) frequency of appearance in bibliographies
    (d) availability in Norlin.
12) Do not put your name, etc. on the final copy of your Pathfinder. Simply type your initials and the semester and year on the last page.

GLOSSARY OF LIBRARY TERMS

We try to avoid library jargon when possible, but sometimes a specialized word is the best way to describe or explain something. We have compiled the list below to define terms with which you may not be familiar. The definitions explain how the words are normally used at CU, and each word may have additional meanings. If a word or phrase is in capitals, it indicates that there is also a definition for that term elsewhere in the glossary.

ABSTRACT ---------- A brief summary of an article or book. Some INDEXES include abstracts of the articles listed (e.g., Psychological Abstracts).

BIBLIOGRAPHY ------- A list of published materials on a particular subject or by a particular author. The term may also refer to the description of materials with respect to author, title, facts of publication, etc. In its broadest sense, it is the science or study of books.

BRANCH or BRANCH LIBRARY ---------- A collection of library materials which concentrates on a particular subject and has its own STACKS and CARD CATALOG. Branches may be located within Norlin Library (e.g., the Science Library) or in a separate building (e.g., the Business Library). For a map of branch library locations, ask at the Information Desk.

CALL NUMBER -------- The letters and numbers assigned to each book to indicate its location. The call number for any book can be found in the CARD CATALOG. The call number for any PERIODICAL can be found in the CATALOG OF SERIALS. Always copy the entire set of numbers and letters. See also CLASSIFICATION SYSTEM.

CARD CATALOG or PUBLIC CATALOG ------- The Author/Title and Subject files of CATALOG CARDS representing books available in the CU Libraries. The main card catalog for the campus is located in Norlin. Each of the BRANCH LIBRARIES has its own catalog.

CATALOG CARDS ------ 3"X5" cards representing materials available in the library. Each card includes: a biliographic description of the work, a listing (TRACING) of where cards for the work are filed in the catalog, and the CALL NUMBER (location) of the work. These cards are filed alphabetically by author, title, or subject in the CARD CATALOG.

CATALOG OF SERIALS - The book located in many areas of the library which lists SERIALS owned by the CU Libraries. CALL NUMBERS, HOLDINGS, and locations of SERIALS are given.

CITATION ---------- A bibliographic description of a book or article, providing enough information to locate the item. (For a book--author, title, facts of publication. For an article--author, title of article, title/volume/date of periodical, pages.)

CLASSIFICATION SYSTEM --- A scheme for the arrangement of books so that books on the same subject are put together on the shelves. CU currently uses the Library of Congress Classification system. Some older books and JOURNALS are still listed under the Dewey Decimal Classification schedule.

Examples:

LIBRARY OF CONGRESS		DEWEY DECIMAL	
HD 542 S64	(Begins with letters)	334.35 S64	(Begins with numbers)

CUMULATION --- The successive gathering of entries of earlier issues or volumes into a single volume. For example, the CITATIONS in the monthly issues of the Readers' Guide to Periodical Literature are cumulated yearly into a single volume.

DATA GRAB --- Handouts which tell you how to find books, how to find magazine articles, how to use various reference tools, etc. A master list of all subjects and reference tools covered is available in the Reference Department. Ask a librarian for the Data Grabs you need.

DEWEY NUMBER --- See CLASSIFICATION SYSTEM

DOCUMENT --- Usually synonymous with government publication, i.e., any item printed with the authority of a government.

GUIDE BOOK --- A REFERENCE BOOK that lists representative sources of information for many subject areas or the major sources for a specific subject area. Sometimes called bibliographic guides or guides to reference sources.

HOLD --- A request to have material held for use when it is returned to the library by its current borrower. Holds are initiated at the Circulation Desk. See also RECALL, TRACE.

HOLDINGS --- A statement or record of the volumes and dates of a particular work owned by the library.

INDEX --- A list of subjects, names, etc., found in a work, with page numbers, usually arranged in alphabetical order. Also, a SERIAL publication (for example, Social Sciences Index) that lists articles found in specified PERIODICALS and sometimes in books by subject and/or author.

JOURNAL --- A PERIODICAL issued by an institution and/or learned society. A journal (for example, Theoretical Linguistics) is usually considered more scholarly than a magazine (for example, Newsweek).

LIBRARY OF CONGRESS NUMBER --- See CLASSIFICATION SYSTEM

LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH) ---- A large, red, two-volume guide (with supplements) to the subject section of the CARD CATALOG. It is an alphabetical list of the official SUBJECT HEADINGS which may be represented in the subject catalog. As there is usually more than one way to describe a topic, LCSH gives the exact format (wording and punctuation) for subject headings as they will appear in the subject catalog. LCSH also lists related headings and refers the user from unofficial to official headings. Ask a librarian for assistance in its use.

LOCATION CHART --------- A list by CALL NUMBER showing where materials are located in the CU Libraries. The main Location Chart is posted in the Reference Department. Paper copies are also available.

MAIN ENTRY ---------- Generally the author card for a particular book found in the CARD CATALOG. The main entry usually has the most complete information concerning the location of the book and library holdings.

MICROFORM ---------- A general term designating several types of photographic reproductions, usually reduced in size, such as microfilm, microcards, or microfiche. In Norlin, microforms are kept in the Audio-Visual/Microforms Department on the second floor.

MONOGRAPH ---------- Normally a book rather than a SERIAL.

NORSTAX ---------- See STACKS

PAMPHLET FILE ---------- or VERTICAL FILE — A collection which usually contains pamphlets, clippings, and other uncataloged material on topics of current interest. In Norlin, the Pamphlet File is located in the Reference Department. Some BRANCHES also have their own files.

PERIODICAL ---------- A general term for magazines and JOURNALS.

PUBLIC CATALOG --------- See CARD CATALOG

RANGE ---------- One (1) double-faced bookcase.

RECALL ---------- A request to have material that is checked out returned to the library. Recalls are initiated at the Circulation Desk. See also HOLD, TRACE.

REFERENCE BOOK --------- A book meant to be used for specific items of information rather than to be read straight through.
Examples: Dictionary, INDEX, BIBLIOGRAPHY, almanac.

SEARCH STRATEGY -------- An organized, systematic procedure or approach to locating information in the library.

SERIAL ---------- A publication issued in successive parts, usually at regular intervals (e.g., monthly, quarterly, annually), and intended to be continued indefinitely. Examples: Magazines, JOURNALS, annuals, proceedings or transactions of a society. Serials owned by the CU Libraries are listed in the CATALOG OF SERIALS.

SERIES---------- A number of separate works related to one another by subject. A series is usually published by the same company and issued with both an individual and a collective title. Often the books in a series look physically similar.

Example: Waters, Frank
The Colorado. 1st edition.
New York, Dover Pub., 1967.
(Rivers of America series) = SERIES = Morgan, Dale
The Humboldt. 1st edition.
New York, Dover Pub., 1968.
(Rivers of America series)

A book in a series usually has a series card filed in the Author/Title CARD CATALOG. Not to be confused with SERIALS.

STACKS ---------- The area in which the majority of the library's book collection is stored. In Norlin, this area is sometimes referred to as Norstax (Norlin stacks) and includes levels 3A, 3B, and 3C.
or
NORSTAX

SUBJECT HEADING -------- The word or words under which some materials dealing with a particular subject are filed in the subject section of the CARD CATALOG. CU uses the LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH).

TECHNICAL SERVICES ----- Those departments of the library responsible for the acquisition, cataloging, and preparation of library materials for users.

TRACE ---------- A request to have a search made for library material not on the shelves or checked out. Traces are initiated at the Circulation Desk. See also HOLD, RECALL.

TRACING ---------- A list of SUBJECT HEADINGS near the bottom of a CATALOG CARD under which cards for that item will be filed in the CARD CATALOG. Other books on the same subject will be found under the same tracing.

VERTICAL FILE ---------- See PAMPHLET FILE

LIBRARY OF CONGRESS CLASSIFICATION--EXCERPTS

A GENERAL WORKS
- AE Encyclopedias

B PHILOSOPHY-RELIGION
- B-BJ Philosophy
- BF Psychology
- BL-BX Religion

C HISTORY
(except American)
- DA Great Britain
- DC France
- DD Germany
- DG Italy
- DK Russia
- DP Spain
- DS Asia
- DT Africa

E AMERICA (general)
UNITED STATES (general)

G GEOGRAPHY-ANTHROPOLOGY
- G Geography
- GN Anthropology
- GR Folklore
- GV Sports and Amusements

H SOCIAL SCIENCES
- HA Statistics
- HB-HJ Economics
- HM-HX Sociology

J POLITICAL SCIENCE

K LAW

L EDUCATION

M MUSIC

N FINE ARTS

P LANGUAGE & LITERATURE
- P Philology & Linguistics (general)
- PA Classical Languages, Literatures
- PB-PH Modern European Languages
- PJ-PL Oriental Languages, Literatures
- PM Hyperborean, American and Artificial Languages
- PN Literary History and Collections Journalism
- PQ Romance Languages
- PR English Literature
- PS American Literature
- PT Germanic Literatures
- PZ Fiction

Q SCIENCE
- QA Mathematics
- QC Physics
- QD Chemistry
- QE Geology
- QH Biology
- QK Botany
- QL Zoology
- QM Human Anatomy
- QP Physiology
- QR Bacteriology

R MEDICINE
- RT Nursing

S AGRICULTURE

T TECHNOLOGY
- TA-TH Engineering
- TL Transportation
- TX Home Economics

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY AND LIBRARY SCIENCE

Bibliography (Bib) Card

+

1 Last, First Name. Title. Place: Publisher, Year.

2 source of citation: } REQUIRED
3 location notes: }
4 bibliography included: } OPTIONAL
5 note cards made: }

↖ indication of usefulness (optional)

1 Example for citing a book - for additional information or for citing another type of source, see Turabian chap7.

2 Where did you find this item listed? (e.g., RG 78, card cata, etc.)

3 Call number, dates of search, recall, ILL, etc.

4 Does the item list additional sources?

5 Did you take notes or photocopy sections?

Brief annotation (descriptive and/or evaluative remark) on verso. The comment should enable you to remember this item when looking at the bib card in the future.

Content (Note) Card

heading

The note may be a summary (own words but fewer than the original), paraphrase (own words in about the same number as original), direct quote (use quotation marks carefully), or combination of these (be sure to distinguish between your thoughts and the author's).

Turabian, Student's Guide, pp. 47-55

subtopic corresponding to outline

Abbreviated citation must include page number - refer to corresponding bib card for complete citation.

Only one item of information per card. Cards can then be arranged by headings to follow outline.

GENERAL AND SUBJECT ENCYCLOPEDIAS

General encyclopedias contain informational articles of varying length on subjects in all fields of knowledge. Subject encyclopedias contain articles of greater depth and detail on topics within the particular subject area. Many subject encyclopedias are called "dictionaries," but a true dictionary includes short, concise, factual entries for terms on the subject.

General encyclopedias are located in the Library of Congress "A" classification of the Reference shelves. Subject encyclopedias are shelved in Reference in the LC class covering the particular subject area. There are three ways to locate a subject encyclopedia for your topic: 1) by browsing in the LC class for that topic, 2) by looking in the subject card catalog under your [Topic] - Dictionaries and encyclopedias, and 3) by consulting a bibliographic guide. To locate subject encyclopedias shelved in the Norlin Reference Department, consult "NEW REFERENCE DEPARTMENT TITLES." These in-house computer-produced lists are arranged by key-word-in-title and thus provide subject access to reference works of all types added to the collection since 1977. They are kept in black binders without a call number; ask for them at the Reference Desk.

Encyclopedias are useful for: factual information (including people and places); illustrations; an overview of a topic (including background information, scope, definitions, etc.); vocabulary control; and lists of additional sources.

When using encyclopedias, always: examine the organization; consult the index; follow through on cross-references; note bibliographies; note if a yearbook is published; consult several encyclopedias (note discrepancies, disagreements, consensus patterns, etc.).

The three basic general encyclopedias

ENCYCLOPEDIA AMERICANA AE5 E333 1979

Especially good for U.S. topics and clear explanations of technical subjects. Many shorter articles; longer articles have tables of contents.

ENCYCLOPAEDIA BRITANNICA AE5 E363 1979 (15th edition)

Divided into three parts:

- Propaedia (1 volume): organizes knowledge into categories; is not an index.
- Micropaedia (10 volumes): alphabetical arrangement of short articles; gives references to articles in the Macropaedia and to related articles in the Micropaedia; serves as an index to the Macropaedia.
- Macropaedia (19 volumes): longer articles alphabetically arranged by subject; also contains bibliographies.

Famous earlier editions of EB: 7th, 9th, 11th.

COLLIER'S ENCYCLOPEDIA AE5 E683 1977

All bibliographies and a study guide are in the index volume.

(Another general encyclopedia is the WORLD BOOK, which is designed for children as well as adults and has many illustrations. WORLD BOOK is good for simple, clear explanations, but weak for bibliographies. It is not available in Norlin Reference Room.)

Examples of one-volume general encyclopedias (good for ready reference or quick factual answers)

NEW COLUMBIA ENCYCLOPEDIA AG5 C725 1975
RANDOM HOUSE ENCYCLOPEDIA AG5 R25 (1977)
LINCOLN LIBRARY OF ESSENTIAL INFORMATION AG105 L55 30th ed. (1967)

Representative list of subject encyclopedias

DICTIONARY OF PHILOSOPHY AND PSYCHOLOGY B41 B3 1925 (3 vol.)
ENCYCLOPEDIA OF PHILOSOPHY B41 E5 (7 vol.) 1967
ENCYCLOPEDIA OF PSYCHOLOGY BF31 E522 (3 vol.) 1972
ENCYCLOPEDIA OF OCCULTISM AND PARAPSYCHOLOGY BF1407 E52 (2 vol.) 1978
ENCYCLOPEDIA OF RELIGION AND ETHICS BL31 E4 1913 (13 vol.)
NEW CATHOLIC ENCYCLOPEDIA BX841 N44 1967 (16 vol.)
DICTIONARY OF THE HISTORY OF IDEAS CB5 D52 (5 vol.) 1973
ILLUSTRATED ENCYCLOPEDIA OF WORLD HISTORY D21 L276 (2 vol.) 1975
MODERN ENCYCLOPEDIA OF RUSSIAN AND SOVIET HISTORY DK14 M6 (16 vol. to date- through Ki) 1976
ENCYCYCLOPEDIA JUDAICA DS102.8 E496 (16 vol.) 1972
DICTIONARY OF AMERICAN HISTORY E174 D52 1976 (8 vol.)
AFRO-AMERICAN ENCYCLOPEDIA E185 A24 (10 vol.) 1974
ENCYCLOPEDIA DE MÉXICO F1204 E5 (12 vol.) 1966
LAROUSSE ENCYCLOPEDIA OF WORLD GEOGRAPHY G115 G5535 (1 vol.) 1965
ENCYCLOPEDIA OF WORLD COSTUME GT507 Y37 (1 vol.) 1978
ENCYCLOPEDIA OF SPORTS GV567 M46 1975 (1 vol.)
INTERNATIONAL ENCYCLOPEDIA OF THE SOCIAL SCIENCES H40 A2I5 (17 vol.) 1968
ENCYCLOPEDIA OF THE THIRD WORLD HC59.7 K87 (2 vol.) 1978
ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE HF5381 E52 1975 (2 vol.)
CYCLOPEDIA OF AMERICAN GOVERNMENT JK9 C9 (3 vol.) 1914
ENCYCLOPEDIA OF AMERICAN FOREIGN POLICY JX1407 E53 (3 vol.) 1978
ENCYCLOPEDIA OF EDUCATION LB15 E47 (10 vol.) 1971
INTERNATIONAL CYCLOPEDIA OF MUSIC AND MUSICIANS ML100 T47 1949 (1 vol.)
ENCYCLOPEDIA OF WORLD ART N31 E533 (15 vol.) 1960
ENCYCLOPEDIA OF WORLD LITERATURE IN THE TWENTIETH CENTURY PN774 L433 (4 vol.) 1967
McGRAW-HILL ENCYCLOPEDIA OF WORLD DRAMA PN1625 M3 (3 vol.) 1972
INTERNATIONAL ENCYCLOPEDIA OF FILM PN1993.45 I5 1972 (1 vol.)
ENCYCLOPEDIA OF AMERICAN LITERATURE PS21 R4 (1 vol.) 1962
McGRAW-HILL ENCYCLOPEDIA OF SCIENCE & TECHNOLOGY Science Lib. Ref. Q121 M3 1977 (15 vol.)
VAN NOSTRAND'S SCIENTIFIC ENCYCLOPEDIA Q121 V3 1958 (1 vol.) ('76 ed. in Science Ref.)
ENCYCLOPEDIA OF BIOETHICS QH332 E52 (4 vol.) 1978
INTERNATIONAL ENCYCLOPEDIA OF PSYCHIATRY, PSYCHOLOGY, PSYCHOANALYSIS, AND NEUROLOGY RC334 I57 (12 vol.) 1977
ENCYCLOPEDIA OF AMERICAN AGRICULTURAL HISTORY S441 S36 (1 vol.) 1975
COMPLETE ENCYCLOPEDIA OF MOTORCARS 1885-1968 TL15 G39 (1 vol.)
ENCYCLOPEDIA OF ESPIONAGE UB270 S4383 1974 (1 vol.)
ENCYCLOPEDIA OF LIBRARY AND INFORMATION SCIENCE Z1006 E57 (29 vols. to date- through System) 1968

Bib 301 Exercise #1: ENCYCLOPEDIAS

OBJECTIVES:

To familiarize yourself with the organization and treatment of subject matter in general and subject encyclopedias.

To acquire background information on your topic and begin developing vocabulary control.

To critically evaluate encyclopedic works.

To find articles to include on your pathfinder.

DIRECTIONS:

Look for your topic in one of the three basic general encyclopedias AND in a subject encyclopedia. Pay attention to the approach and structure of each article as a potential organizational framework. Note basic concepts, key terms, and synonyms.

1. Answer the following questions:

What headings seem likely to provide the best access as you continue your research?

What is the broader category or discipline within which your topic falls? (E.g., if your topic is skiing, the broader category is sports and recreation.)

What is a narrower subject area which your topic encompasses? (E.g., a narrower aspect of skiing is Olympic skiing.)

2. Evaluate the general encyclopedia in general AND the subject encyclopedia in relation to your topic (1-3 page essay). Refer to your green "Essay Guidelines" handout.

3. Look for an encylcopedia article to include in your pathfinder and make an annotated bibliography card if you do. If you do not select an article to include, give your reasons for excluding this element in your pathfinder. Cite entries in encyclopedias using the examples below and Turabian's Guide 7:106-107 --

> Encyclopedia Americana. 1979 ed., s.v. "Urban Renewal." By William L.C. Wheaton.
>
> Encyclopedia Britannica. Macropedia. 15th ed. (1979), s.v. "Urban Planning and Redevelopment."

TURN IN:

Answers to questions 1, 2 and 3 (if applicable) and a 3x5 index card (if applicable).

GENERAL AND SUBJECT DICTIONARIES

General dictionaries include most or all of the following: spelling, syllabication (word division), pronunciation, etymology (origins), meaning, synonyms, antonyms, word forms, syntax, usage, abbreviations, slang, foreign terms and phrases, new words, biographical and geographical information, tables, signs, symbols, illustrations, and other supplementary material.

Dictionaries are useful in research for: defining a topic and key terms; synonyms and suggestions for subject headings; identification and brief information on people, places, and things; and assisting in the communication of research results in clear and correct written form.

General dictionaries are located in Reference in the Library of Congress 'P' classification for language and literature. There are various types of general dictionaries, and each category can be located in its respective classification number. For the English language:

PE1580 ... etymological
PE1591 ... synonyms
PE1625 ... English language dictionaries
PE1628 ... college dictionaries
PE1670 ... foreign words and phrases
PE1693 ... abbreviations (and acronyms)
PE3721 ... slang

For foreign languages (representative list only):

PC1625-1640 ... Italian
PC2625-2640 ... French
PC4625-4640 ... Spanish
PF3625-3640 ... German
PG2625-2640 ... Russian

Subject dictionaries define terms within the context of the particular subject area. The definitions tend to be rather technical. There are three ways to locate a subject dictionary for your topic; 1) by browsing in the LC class for that topic, 2) by looking in the subject card catalog under your [Topic] - Dictionaries, and 3) by consulting a bibliographic guide. To locate subject dictionaries shelved in the Norlin Reference Department, consult "NEW REFERENCE TITLES" (see your "General and Subject Encyclopedias" handout for more information).

Examples of unabridged dictionaries

WEBSTER'S SECOND (i.e., WEBSTER'S NEW INTERNATIONAL DICTIONARY OF THE ENGLISH LANGUAGE. 2nd ed.) PE1625 W3 1941, 1957, 1959, & PE1625 W4 1966
Prescriptive - critic of language, tells how language should be used.

WEBSTER'S THIRD (i.e., WEBSTER'S THIRD NEW INTERNATIONAL DICTIONARY OF THE ENGLISH LANGUAGE. 3rd ed.) PE1625 W36 1961
Descriptive - recorder of language, tells how language is used.

THE OED (i.e., THE OXFORD ENGLISH DICTIONARY BEING A CORRECTED RE-ISSUE OF A NEW ENGLISH DICTIONARY ON HISTORICAL PRINCIPLES. 13 vols. Oxford, 1933.) Supplements - vol. I, A-G, 1972; vol. II, H-N, 1976. (Southwest corner of Reference Department)
Traces the etymology, i.e., history, of words with quotations.

Representative list of subject dictionaries

PHILOSOPHICAL DICTIONARY B43 B713 (1972)
DICTIONARY OF SYMBOLS BF1623 S9C513 1971
DICTIONARY OF COMPARATIVE RELIGION BL31 D54 1970
NEW SMITH'S BIBLE DICTIONARY BS440 S67 1966
OXFORD DICTIONARY OF ENGLISH CHRISTIAN NAMES CS2375 G7W5 1977
DICTIONARY OF BATTLES D25 A2H2 1971
DICTIONARY OF MODERN HISTORY D299 P32 (1962)
DICTIONARY OF THE AMERICAN INDIAN E77 S84 (1960)
HISTORICAL DICTIONARY OF GUATEMALA F1462 M6 1973
A CONCISE GLOSSARY OF GEOGRAPHICAL TERMS G108 A2S9 1968
DICTIONARY OF ANTHROPOLOGY GN11 D38 1972b
DICTIONARY OF MYTHOLOGY, FOLKLORE, AND SYMBOLS GR35 J6 (1961)
DICTIONARY OF COSTUME GT507 W5 (1969)
DICTIONARY OF THE DANCE GV1585 R3 1965
DICTIONARY OF THE SOCIAL SCIENCES H41 G6 (1964)
DICTIONARY OF BUSINESS AND ECONOMICS HB61 A53 (1977)
DICTIONARY OF SOCIOLOGY HM17 M56 1968b
VOCABULARY OF COMMUNISM HX17 D4 (1964)
SAFIRE'S POLITICAL DICTIONARY JK9 S2 1978
BLACK'S LAW DICTIONARY KF156 B53 1977
DICTIONARY OF EDUCATION LB15 G6 1973
HARVARD DICTIONARY OF MUSIC ML100 A64 (1960)
ADELINE ART DICTIONARY N33 A223 1966
DICTIONARY OF LANGUAGE AND LINGUISTICS P29 H34 1972b
DICTIONARY OF EUROPEAN LITERATURE PN41 M3 1974
LITERARY TERMS: A DICTIONARY PN44.5 B334 1975
MCGRAW-HILL DICTIONARY OF SCIENTIFIC AND TECHNICAL TERMS Sci Ref Q123 M15 (1976)
COMPUTER DICTIONARY QA76.15 S5 (1966)
BLACK'S MEDICAL DICTIONARY R121 B598 (1976)
DICTIONARY OF AGRICULTURAL AND ALLIED TERMINOLOGY S411 D47 (1962)
ENCYCLOPEDIC DICTIONARY OF THE ENVIRONMENT TD173 S27 1971
DICTIONARY OF TOOLS TT186 S24 1975
GLOSSARY OF ARMS U800 S8 1961
BOOKMAN'S GLOSSARY Z1006 B6 1961

Bib 301 Exercise #2: DICTIONARIES

OBJECTIVES:

To compare the information provided by different types of dictionaries.
To continue developing your vocabulary control.
To critically evaluate a dictionary.
To find a definition useful for your pathfinder.

DIRECTIONS:

Select at least one key word to your topic. Look it up in each of the following: the OED; Webster's Second or Third; a desk or college dictionary; Roget's International Thesaurus; and a subject dictionary.

1. List any new terms you have discovered which may contribute to your vocabulary control.

2. Evaluate one of these dictionaries in general AND in relation to your topic (1-2 page essay). Refer to your green "Essay Guidelines" handout. Be sure to indicate the key word(s) you looked up.

3. Make an annotated bibliography card if any of the definitions seems likely to be used in your pathfinder, or explain why you will not include this element in your pathfinder. Cite definitions in general and subject dictionaries using the same format as for encyclopedia articles. Use the examples on Exercise #1 and Turabian's Guide 7:106-107.

TURN IN:

Answers to questions 1, 2 and 3 (if applicable) and a 3x5 index card (if applicable).

BIBLIOGRAPHIC GUIDES or GUIDEBOOKS

Guidebooks are useful to explore the literature of a field or subject. These tools generally list sources of information by type (encyclopedias, dictionaries, etc.) and usually include annotations, which may explain how to use the sources. Guidebooks should be employed to survey and select materials available on a subject.

There are two types of bibliographic guides: general and subject.

General guides to reference sources cover many disciplines or subject areas. They typically provide a classified listing, usually only briefly annotated, of general reference tools useful in these fields and the major sources in particular fields, including subject guides to the literature.

Subject guides to the literature, sometimes termed handbooks, checklists, bibliographies, etc., are more detailed than general guides and are likely to provide discussions of the field and the resources. They may include: an overview of the field; terminology; major reference sources, including bibliographies; indexes; journals; and lists of associations, etc.; as well as specific texts or articles.

Examples of general guides

Sheehy, Eugene P., comp. GUIDE TO REFERENCE BOOKS. 9th ed. Chicago: American Library Association, 1976. SUPPLEMENT, 1980. Z1035.1 S43 1976

Materials are listed by broad disciplines, and within each discipline and sub-discipline by type of reference work (dictionaries, bibliographies, indexes, etc.). The index at the back of the book includes authors, titles, and subjects, but the subject indexing is not extensive. You may have to rely on the table of contents, but use the index as well, since the placement of your topic in the disciplinary scheme may not be obvious. For locating materials from the index, Sheehy uses an alpha-numeric code, e.g., C, CA, CB, CC, D, DA, DB, etc., followed by successive numbers, BA1, CA2, CA3...CA95, CA96, etc. to identify citations.

Use your experience from your encyclopedia assignment (in which you thought about your topic in terms of a broad area or discipline) to guide your search. This work is like an encyclopedia in that it covers a wide range of knowledge and may place specific topics into very general categories, but, rather than giving information on topics, it gives reference sources for topics.

Search the table of contents. First scan for a general overview of the arrangement. Do not overlook the "General Works" sections frequently prefacing each major section and sub-section. You may find useful publications listed in a section as broad as "Social Sciences--General Works."

Search the index under important key words and under the broader (more general) subjects to which your topic is related.

Examples of general guides (continued)

White, Carl M. and associates. SOURCES OF INFORMATION IN THE SOCIAL SCIENCES. 2nd ed. Chicago: American Library Association, 1973. Z7161 W49 1973
Includes Social Science Literature, History, Geography, Economics and Business Administration, Sociology, Anthropology, Psychology, Education, and Political Science. These chapters list key texts and reference works.

Malinowsky, H. Robert; Gray, Richard A.; and Gray, Dorothy A. SCIENCE AND ENGINEERING LITERATURE: A GUIDE TO REFERENCE SOURCES. 3rd ed. Littleton, CO: Libraries Unlimited, 1980. Z7401 M28 1980
Includes Mathematical Sciences, Astronomy, Physics, Chemistry, Geoscience and Environmental Sciences, Biological Sciences, Bio-Medical Sciences, Engineering, and the History of Science. Some chapters are further subdivided by discipline; all chapters are organized by types of reference works.

Rogers, A. Robert. THE HUMANITIES: A SELECTIVE GUIDE TO INFORMATION SOURCES. 2nd ed. Littleton,CO: Libraries Unlimited, 1979. Z5579 R63 1979
Two chapters are devoted to each discipline: Philosophy, Religion, Visual Arts, Performing Arts, and Language and Literature. One chapter covers accessing information and the other covers principal information sources.

Examples of subject guides (note the variation in title terminology)

Adams, Charles J. A READER'S GUIDE TO THE GREAT RELIGIONS. N.Y.:Free Press, 1977. Z7833 A35 1977

Barron, Neil. ANATOMY OF WONDER: SCIENCE FICTION. N.Y.: Bowker, 1976. Z5917 S36A52

Bart, Pauline and Linda Frankel. THE STUDENT SOCIOLOGIST'S HANDBOOK. 3rd ed. Glenview, IL: Scott, Foresman & Co., 1981 HM68 B37 1981

Bayliss, Gwyn M. BIBLIOGRAPHIC GUIDE TO THE TWO WORLD WARS: AN ANNOTATED SURVEY OF ENGLISH-LANGUAGE REFERENCE MATERIALS. N.Y.: Bowker, 1977. Z6207 E8B39 1977

Berry, Dorothea M. A BIBLIOGRAPHIC GUIDE TO EDUCATIONAL RESEARCH. 2nd ed. Metuchen,NJ: Scarecrow, 1980. Z5811 B39 1980

Brunwand, Jan Harold. FOLKLORE: A STUDY AND RESEARCH GUIDE. N.Y.: St. Martin's Press, 1976. GR37 B75

Clotfelter, Cecil F. and Mary L. Clotfelter. CAMPING AND BACKPACKING: A GUIDE TO INFORMATION SOURCES. Detroit: Gale, 1979. Z7514 O8C56

Cotter, Michael. VIETNAM: A GUIDE TO REFERENCE SOURCES. Boston,MA: G.K.Hall, 1977. Z3228 V5C68

Daniells, Lorna M. BUSINESS INFORMATION SOURCES. Berkeley,CA: University of California Press, 1976. Z7164 C81D15

De George, Richard T. THE PHILOSOPHER'S GUIDE TO SOURCES, RESEARCH TOOLS, PROFESSIONAL LIFE, AND RELATED FIELDS. Lawrence: Regents Press of Kansas, 1980. Z7125 D445

Examples of subject guides (continued)

Ehresmann, Donald L. FINE ARTS: A BIBLIOGRAPHIC GUIDE TO BASIC REFERENCE WORKS, HISTORIES AND HANDBOOKS. Littleton, CO: Libraries Unlimited, 1975. Z5931 E47

Frantz, Charles. THE STUDENT ANTHROPOLOGIST'S HANDBOOK: A GUIDE TO RESEARCH, TRAINING AND CAREER. Cambridge, MA: Schenkman, 1972. GN33 F74

Leary, Lewis. AMERICAN LITERATURE: A STUDY AND RESEARCH GUIDE. N.Y.: St. Martin's Press, 1976. Z1225 L47

Poulton, Helen J. THE HISTORIAN'S HANDBOOK: A DESCRIPTIVE GUIDE TO REFERENCE WORKS. Norman, OK: University of Oklahoma Press, 1972. Z6201 P65

Robinson, Barbara J. THE MEXICAN-AMERICAN: A CRITICAL GUIDE TO RESEARCH AIDS. Greenwich, CT: JAI Press, 1980. Z1361 M4R63

Stineman, Esther. WOMEN'S STUDIES: A RECOMMENDED CORE BIBLIOGRAPHY. Littleton, CO: Libraries Unlimited, 1979. Z7961 S75

Tobey, Jeremy L. THE HISTORY OF IDEAS: A BIBLIOGRAPHICAL INTRODUCTION. 2 vols. Santa Barbara, CA: ABC-Clio Press, 1975 and 1977. Z7125 T58

Viney, Wayne, Michael Wertheimer and Marilyn Wertheimer. HISTORY OF PSYCHOLOGY: A GUIDE TO INFORMATION SOURCES. Detroit: Gale, 1979. Z7204 H57V56

Update to general and subject guides

Wynar, Bohdan S., ed. AMERICAN REFERENCE BOOKS ANNUAL. Littleton, CO: Libraries Unlimited, 1970- Z1035.1 A55

Since both general and subject guides become dated rather quickly, this tool should be consulted to learn of the publication of recent reference titles. For example, the 1980 edition of ARBA reviewed more than 1600 reference books in 42 categories published in 1979.

Access to subject guides

There are three ways to identify a subject guide for your topic -

1) by consulting a general guide or another subject guide
2) by consulting the various editions of AMERICAN REFERENCE BOOKS ANNUAL (see above)
3) by looking in the subject card catalog under
   [Topic] - Bibliography
   Reference books - [Topic]
   - Bibliography
   Bibliography - Bibliography - [Topic]
   (But beware, not all titles identified this way are actually guidebooks.)

To identify subject guides shelved in the Norlin Reference Department, consult "NEW REFERENCE TITLES" (see your "General and Subject Encyclopedias" handout for more information) and "GUIDES TO THE LITERATURE." This in-house computer-produced list is arranged by key-word-in-title and thus provides subject access to most of the guidebooks in the collection. It is kept in a black binder without a call number; ask for it at the Reference Desk.

Bib 301 Exercise #3: BIBLIOGRAPHIC GUIDES

OBJECTIVES:

To familiarize yourself with the organization and uses of general and subject bibliographic guides.

To identify and locate a guidebook for your topic and acquire an overview of sources on your topic.

To develop a procedure for effectively using guidebooks.

To find a bibliographic guide to use on your pathfinder.

DIRECTIONS:

Explore Sheehy; White or Rogers or Malinowsky (depending on your subject area); Wynar (latest edition); and "Guides to the Literature." Answer in outline form question sets 1-4. Answer in essay form question 5.

1. Sheehy and Supplement
   - A. Scan the table of contents. In what section(s) and subdivision(s) is your topic covered?
   - B. Under which heading(s) is your topic listed in the index? What additional sections or subdivisions (if any) did you discover?
   - C. List some titles that sound useful or state why you think Sheehy was not helpful for your topic.

2. Social Sciences or Humanities or Sciences (Answer for one source only.)
   - A. White
     1. Read the introduction through page 20 and scan the pages on Reference Works (pages 20-82).
     2. Which chapter covers your subject area?
     3. Under which heading(s) is your topic listed in the index?
     4. Is your specific topic covered or only the wider discipline within which it falls?
     5. Comment on the value of this tool to your research.
   - B. Rogers
     1. Read the first two chapters.
     2. Which chapters (notice that there are two chapters for each discipline) cover your subject area?
     3. Under which heading(s) is your topic listed in the subject index?
     4. Is your specific topic covered or only the wider discipline within which it falls?
     5. Comment on the value of this tool for your research.
   - C. Malinowsky
     1. Read the introduction and scan chapters 1, 2, and 3.
     2. Which chapter covers your subject area?
     3. Under which heading(s) is your topic listed in the index?
     4. Is your specific topic covered or only the wider discipline within which it falls?
     5. Comment on the value of this tool for your research.

3. Wynar (latest edition, and earlier editions if necessary)
   - A. Read the introduction.
   - B. Which chapter covers your subject area?
   - C. Under which heading(s) is your topic listed in the index?
   - D. List any new titles on your topic that sound useful.

4. "Guides to the Literature"
   - A. Look for your topic in "Guides to the Literature." If your specific topic is not listed, look under broader subject areas.
   - B. If you identify a guide to your topic, locate it. Study it carefully now, and then refer to this tool throughout the semester.
   - C. Make an annotated bibliography card for the guide.
   - D. Comment on the value of the guide to your search. (Note that this comment may be incorporated into your pathfinder.)

5. Essay

Write an essay describing your approach to one of the above sources (1-2 pages). Refer to your green "Essay Guidelines" handout.

TURN IN:

. Answers in outline form to question sets 1-4, answer in essay form to question 5, and a 3x5 index card (if applicable).

TOPIC OUTLINE AND STATEMENT OF SCOPE ASSIGNMENT

The exploratory or descriptive stage of your search strategy should now be wrapped up. For the moment, assume that you are going to write a paper on your topic. On the basis of what you have learned thus far, write a preliminary outline to guide your data collection and to organize that hypothetical paper. Precede your outline with a thesis statement that can be used as the statement of "Scope" in your pathfinder. This statement should be one or two factual sentences defining or limiting or describing your subject. Make a positive, straight-forward assertion, avoiding the "This paper will..." type of structure. See the "Pathfinder Examples" on Circulation reserve for examples.

Some notes on outlining from Turabian pp.40-47:

I. The purpose of outlining is to take stock and get organized: "To go on with your reading, it is necessary to know what you are looking for; to take notes efficiently, it is important to know what to take notes on; and to make your material interesting and meaningful to others, you must present it according to some logical plan."

II. The objectives of outlining include -
   A. To see what information you already have.
   B. To arrange this information in a logical order.
   C. To select a controlling idea (thesis or scope statement).
   D. To discover incomplete and irrelevant information.

III. To take stock -
   A. Jot down all your ideas about the topic thus far.
   B. Check for complete coverage.

IV. To get organized -
   A. Determine broad categories.
   B. Group ideas logically under those categories to show their relationships.

V. Conventions of Outlining
   A. Notation: Values and relationships of ideas are illustrated by the alpha-numeric system and by indentation.
   B. Parallelism: All entries of the same level of importance are expressed in the same grammatical form.
      1. topic
      2. sentence
      3. paragraph
   C. Lists: "When you are tempted to subordinate a single item under a topic, either you have not considered other items of similar importance or you have not realized that the entire discussion centered on that one idea - that it was in fact coordinate, not subordinate."

(Why is the preceding <u>not</u> a perfect example of an outline?)

Turn in your outline and scope statement.

CLASSIFICATION and CALL NUMBERS

Classification is the systematic arrangement of objects or ideas on the basis of some feature or features they have in common; i.e., classification serves to arrange like things together. In the University of Colorado Libraries books are classified according to two different classification schemes: either the Library of Congress System or the Dewey Decimal System. Because the Library of Congress scheme is better suited to the needs of a university research library, the change from the Dewey Decimal System to the system used by the Library of Congress began in 1958. Therefore, newer books in the library are classified in the Library of Congress system while many books received before 1958 are still classified in the older Dewey Decimal system.

Both systems divide all of knowledge into a number of basic categories. The Library of Congress Classification System uses the alphabet to distinguish among these categories, while the Dewey Decimal System uses the ten decimal numbers, zero through nine. The call number of a book classified according to the Library of Congress System always begins with a letter of the alphabet, for example, PS3511 A6B15. The call number of a book classified according to the Dewey Decimal System always begins with a numeral, for example, 809.2 M433.

The first part of an LC call number serves as the subject classification and brings together books on the same subject. For example, here is an analysis of the Library of Congress classification number DA530:

D - the letter that indicates Universal and Old World History

DA - history of Great Britain

DA530 - history of Great Britain, general works on the 19th century.

The next part of an LC call number serves as a "code" composed of numerals and letters which bring together books by the same author. It is a decimal number. Occasionally, there is an additional line which gives a date or an edition number separating that particular edition of the title from other editions of the same title in the library. The call number for each book in the library is unique to that particular book.

Most of the books and bound periodicals in the CU library system are shelved according to the call number which is also lettered on the spine or on the front cover of the book. The University of Colorado has a system of branch libraries in addition to Norlin, the main library on campus. These branch libraries contain books and bound periodicals appropriate to their subject fields. The first unit of the call number (which is based on the subject content of the book) is considered a subject "block" and determines which branch library or which section of Norlin houses the book. This system of shelving is sometimes called shelving by "block" call number. For example, QA, the Library of Congress classification for mathematics, is shelved in the Math-Physics Library. "Block" locations are listed on a Location Chart.

Books are shelved in call number sequence according to the first part (subject classification line) of the call number, then by the second part, and so on. If the book is not shelved in its usual or "block" call number order, the correct location is shown by a notation on the catalog card. For example,

in		in		in
Engine	or	Bus	or	Science

If there are copies of the book shelved in other locations in addition to the copies shelved in "block," there will be a note such as:

Also
in
Engine

It is essential to remember that "Also in..." location notes may sometimes be found only on the main entry and not necessarily on added entries.

Familiarity with these classification schemes--especially with the classes covering your own area of interest or major--allows for browsing, which will often produce happy "accidents" or serendipity. Of course, browsing cannot be relied upon because all books will never be on the shelves at any one time and in this library system subject areas may be divided between LC and Dewey or Norlin and the branches. But the subject catalog, characterized by inconsistencies and deficiencies, cannot be relied upon either. A thoughtful combination of both approaches will produce maximum results.

CALL NUMBER ORDER Exercise

P	P	P	P	P	P	PA	P	QP
465	46	46	46	46	46.9	465	46	46
.R7	.R7	.R42	.R78	.R762	.R78	.R7	.R395	.B89

THE CARD CATALOG

The main card catalog, located in the Reference Department, serves as the index to the library system's book collection. This card catalog, sometimes called the "public catalog," contains cards for the more than one and three-quarters of a million books on campus, but it does NOT list periodicals or newspapers, government publications, audio-visual materials, the law library collection, manuscript collections, maps, curriculum materials, or juvenile literature.

The CU card catalog is divided into two alphabetical sections: 1) author-title, and 2) subject. (A "dictionary" catalog interfiles all cards into one alphabetical arrangement.) Our catalogs show holdings in Norlin Library and in the branch libraries. Each branch library, whether in Norlin or elsewhere on campus, also has a card catalog, or index, to its OWN collection. Though the catalog is divided into two physical sections, there are still three basic approaches to finding materials: author, title, and subject.

According to library practice each book is generally represented in the catalog by author, title, and subject cards. One card from the set is designated as the "main entry." Notes on this card give more information about the book than do any of the other cards. The majority of main entries are under the personal author, but they are sometimes under corporate author (explained later), title, or editor. Regardless of whether the main entry is a person, a corporation, an editor, or a title, it may be easily recognized because it is always the first line of the body of the card. Main entry cards are frequently the ONLY cards which give all location notes showing where additional copies of the book are shelved. Sometimes the main entry is the ONLY entry where all editions of a given work are listed. All cards other than the main entry are called "added entries" and may include headings for editor, compiler, translator, added authors, title, series, and various subjects.

The author of a book is not necessarily a person. The author is whoever is responsible for the intellectual content of the book and may be a group or a corporate body such as a government, a society, or an institution. Corporate main entries may include committees, departments, bureaus, or other subdivision of the organization. Corporate names take many forms and may be filed under a geographic or political unit. When in doubt, look under the title or ask a librarian for assistance.

If you are looking for a specific book and do not know the author's name or its spelling, you may look for it under title. The title approach may also be used to find books which do not have an individual author such as anthologies, the Bible, the World Almanac, or the Three Little Pigs. If you are looking for books ABOUT a particular topic, the subject approach is best.

The card catalog, then,

1) enables a person to find a book for which s/he has the author, title, or subject,
2) shows what the library has by any given author, on a given subject, or in a given kind of literature,
3) specifically locates the item's address (i.e., call number) in the library.

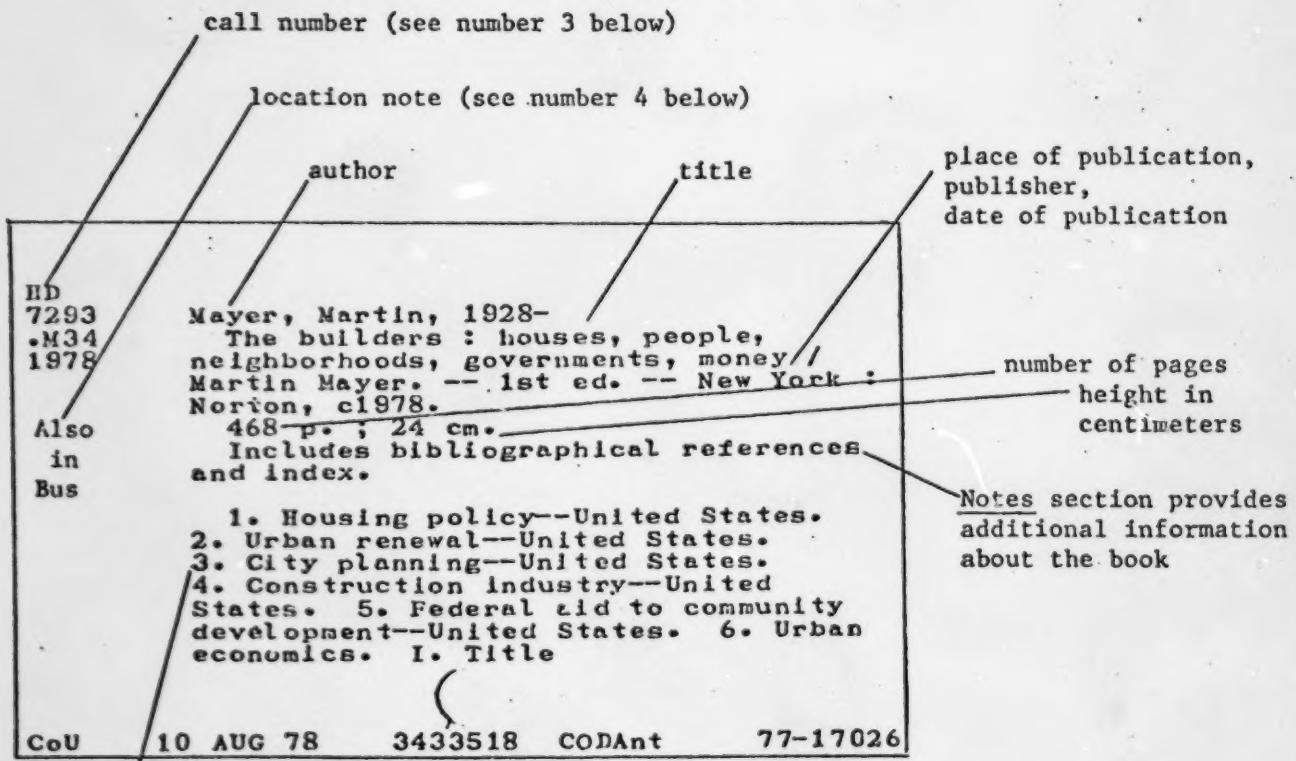
HOW TO FIND A BOOK

1. The main CARD CATALOG (sometimes called the Public Catalog) for the CU Libraries is located in the Reference Department of Norlin Library. This catalog contains cards representing most of the books in the library system, but does not include cards for periodicals, government publications, or audio-visual materials. Each branch library has its own catalog which only contains cards for books in its collection. The Public Catalog is divided into two sections.

   a. If you want a particular book and you know its author or title, look in the Author-Title Catalog. Filing order is not as simple as ABC, so ask a Librarian if you don't find what you are looking for.

   b. If you want books on a particular subject, look in the Subject Catalog, but first check a copy of Library of Congress Subject Headings (LCSH) to find appropriate subject headings (see Data Grab #9), or ask a Librarian for help.

2. The CATALOG CARD provides important information about the book.


call number (see number 3 below)
location note (see number 4 below)
author
title
place of publication, publisher, date of publication
HD
7293
.M34
1978
Also
in
Bus
Mayer, Martin, 1928-
The builders : houses, people, neighborhoods, governments, money / Martin Mayer. -- 1st ed. -- New York : Norton, c1978.
468 p. ; 24 cm.
number of pages
height in centimeters
Includes bibliographical references and index.
Notes section provides additional information about the book
1. Housing policy--United States. 2. Urban renewal--United States. 3. City planning--United States. 4. Construction industry--United States. 5. Federal aid to community development--United States. 6. Urban economics. I. Title
CoU 10 AUG 78 3433518 CODAnt 77-17026

The subject tracings, following arabic numerals, are headings under which this book and other books on the same topic will be listed in the Subject Card Catalog.

3. The CALL NUMBER is the book's address or location on the shelf. In order to locate the book, it is important to copy down the complete call number from the upper left corner of the card.

   a. If the call number starts with numbers (e.g., 301.363 M34), it is in the Dewey Decimal classification system. The CU Libraries switched from the Dewey system to the Library of Congress (LC) classification system in 1958, so, for the most part, only books acquired before the switch will have Dewey numbers.

   b. Most books will have LC numbers, which begin with letters (e.g., HD 7293 .M34 1978). Each letter represents a different subject area and also determines where the book will be shelved.

4. Check the LOCATION CHART posted on the wall in the Reference Department to find where a book is shelved. The chart will provide a location in Norlin or a branch library for the first line of any call number. Then use the rest of the call number to successively narrow down the exact shelf location.

   a. Some books are not shelved according to the location chart. In those cases, an "In..." note under the call number on the catalog card will indicate the location.

   b. When multiple copies of a book are available in different locations, an "Also in..." note indicates where to look in addition to the location listed on the chart.

5. CHECK OUT books at the Circulation Desk.

6. When a book you want is NOT ON THE SHELF:

   a. Check a microfilm reader (3rd floor or Circulation Department) under the call number to see if it is checked out.

   b. If it is checked out, place a recall or hold at Circulation.

   c. If it is not listed on the microfilm reader:

      (1) Verify the call number in the card catalog.

      (2) Place a trace at Circulation.

      (3) See a Reference Librarian for assistance in finding additional materials.

7. Books which are not listed in the Card Catalog can often be borrowed from other libraries through INTERLIBRARY LOAN. Check with a Reference Librarian.

8. For information on "How to Find a Periodical Article," ask a Librarian for Data Grab #102.

ALPHABETIZATION

When using any alphabetically arranged work, such as a card catalog, index, encyclopedia, dictionary, etc., it is important to note whether it is arranged "word by word" or "letter by letter".

Word by word means that the arrangement is alphabetical by words, and the spaces between words are taken into consideration. For example, "land grant" would precede "landfall". Word by word filing proceeds letter by letter to the end of each word at which point the blank space is counted. In other words, it is as if the alphabet had 27 elements, the first of which is a blank - Blank, A, B, C, D . . . Thus NewBlankYork files before Newark. (Nothing comes before something.)

Letter by letter means that the spaces between the words are ignored. For example, "landfall" would precede "land grant". Letter by letter alphabetization proceeds letter by letter with no regard for the ends of words and the blanks between - as if everything ran together. Thus, NewYork files after Newark.

Word by Word	Letter by Letter
New Amsterdam	New Amsterdam
New Mexico	Newark
New York	New Mexico
Newark	Newton, Isaac
Newton, Isaac	New York

FILING IN THE AUTHOR-TITLE CATALOG

1. Word by Word

   Each word is considered as a separate filing element. You stop at the end of each word.

2. Person-Place-Thing

   Example:

Glasgow, Ellen	(Person)
Glasgow, Scotland	(Place)
Glasgow. [title]	(Thing) A Title is always considered to be a "thing."

3. Ignore the following:

a. Modification of letters	(ä, ō, Ÿ)
b. Signs and symbols	(asterisks, quotation marks)
c. Initial articles at the beginning of titles	(The, A, An: in all languages)
d. Apostrophes in contractions	(don't is filed as dont)

4. Spell out the following:

a. Abbreviations	(Mr., Dr., Mrs., Mlle., S., St., Ste.)
b. Numerals in titles	(1620 as a number is filed as sixteen hundred twenty; 1620 as a date is filed as sixteen twenty)

5. Initials are arranged at the beginning of the alphabetical character before words beginning with the same letter.

6. Acronyms (brief forms of a name or term made up of its initial letters and/or syllables and written and spoken as a word, e.g. UNESCO) are interfiled as words. The basic rule of thumb is: if it is pronounceable as a word, file it as a word.

7. Names beginning with M', Mc, or Mac are all arranged as if spelled Mac.

   Example:
   Macfarland, McFerran, M'Laren, MacMahon, McNair

8. Names beginning with a separated prefix are filed as if one word.

   Example:
   O'Neill = Oneill
   De La Mare = Delamare
   Van Allen = Vanallen

ALPHABETIZATION EXERCISE

Management by Objectives
The Mandarins
The Man Died
Manacher, Glen
Man and Wildlife
Mann, Thomas
Man Into Space
A Man Without Shoes
Man, Stephen
Manage Your Time

Word by Word	Letter by Letter
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

ALPHABETIZATION

Childers, James Wesley
A Child's History
Child Development
The Child, The Parent, and the State
The Child
Child Study
Childbirth Without Fear
Childhood and Adolescence
Child Welfare League
Childs, William
Child, Francis James
Children Who Hate
Childe Harold's Pilgramage
Child Psychology

Letter by Letter	Word by Word
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.

CALL NUMBER ORDER

BD	B	B	B	B	C	BD	BD	B	B
76.55	76	760	699	76.5	72	76.5	76.5	76	76
.F93	.W5B2	.W46	.A42	.M66j	.B9	.M60	.M502	.W49	.M52
	c. 2	1921					c. 3	1976	

FILING IN THE SUBJECT CATALOG

The Subject Catalog provides access to material ABOUT a given subject. The subject can then be further divided by FORM or by TOPIC. FORM subdivisions describe the intellectual form of the material (Bibliographies, Dictionaries, etc.); TOPIC subdivisions limit the main subject further (Railroads - Employees, Railroads - Narrow gauge, etc.). Arrangement within subject headings is by main entry.

I. Forms of Subject Headings
   - A. Proper nouns - Grand Canyon
   - B. Single (i.e., unmodified) nouns - Arithmetic
   - C. Qualified nouns - Granada (City), Arrangement (Music)
   - D. Inverted adjectives - Gifts, Spiritual
   - E. Adjectival phrases - Women as printers, German epic poetry
   - F. Compound nouns joined by a preposition or a conjunction - Gods in art, Good and evil
   - G. Inverted phrase headings composed of two or more nouns - Debt, Imprisonment for

II. Sequence of Subject Headings
   - A. Undivided subject
   - B. Form and Topical subdivisions (commas and dashes interfile)
   - C. Geographical subdivisions (i.e., names of countries, not adjectives)
   - D. Chronological subdivisions (time periods are arranged in chronological order, most inclusive dates first)
   - E. Subject followed by a period
   - F. Subject followed by parentheses
   - G. Phrases beginning with the same word

III. Arrangement of Subject Headings for Names
   - A. Name without subdivision
   - B. Name with form or subject subdivision
   - C. Author-title subject entries
   - D. Phrases beginning with the author's name

EXAMPLE:
1. POE, EDGAR ALLAN, 1809-1849
2. POE, EDGAR ALLAN, 1809-1849 - BIBLIOGRAPHY
3. POE, EDGAR ALLAN, 1809-1849.
   THE FALL OF THE HOUSE OF USHER.
4. POE, EDGAR ALLAN, 1809-1849,
   IN FICTION, ETC.

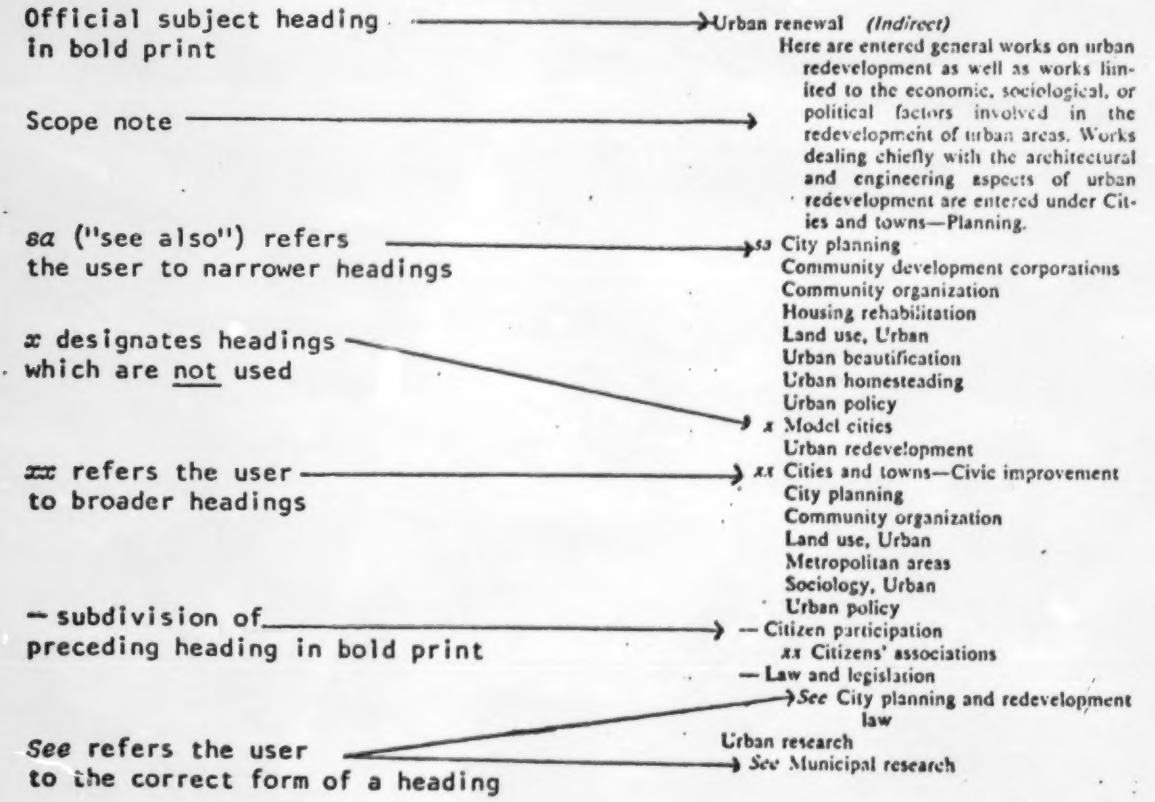
IV. Arrangement of Subject Headings for Corporate Bodies
   - A. Corporate body without subdivision
   - B. Corporate body with form or subject subdivision
   - C. Corporate body followed by a period and a sub-body

EXAMPLE:
1. UNITED STATES
2. UNITED STATES - CIVILIZATION
3. UNITED STATES. BUREAU OF IMMIGRATION

LIBRARY OF CONGRESS SUBJECT HEADINGS

The LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH) is a key or guide to the subject catalog: it lists the subject headings which may be assigned to books. As there is usually more than one way to describe a topic, LCSH gives the exact format (wording and punctuation) for subject headings as they will appear in the subject catalog. LCSH also lists related headings and refers the user from headings which are not used to those which are. Look for as many variations on a subject as you can think of, starting with the most specific expression of your interest. LCSH was designed for librarians and may seem complicated to other users -- feel free to ask for assistance.

. Official subject headings are printed in bold face type and following *See, sa* and *xx*. In the examples below, "Urban renewal" and "Municipal research" are headings which will be found in the card catalog, as well as the terms which are included in the *sa* and *xx* lists (if the library contains materials cataloged under these headings).


Official subject heading in bold print
Urban renewal (Indirect)
Here are entered general works on urban redevelopment as well as works limited to the economic, sociological, or political factors involved in the redevelopment of urban areas. Works dealing chiefly with the architectural and engineering aspects of urban redevelopment are entered under Cities and towns—Planning.
Scope note
sa ("see also") refers the user to narrower headings
sa City planning
Community development corporations
Community organization
Housing rehabilitation
Land use, Urban
Urban beautification
Urban homesteading
Urban policy
x designates headings which are not used
x Model cities
Urban redevelopment
xx refers the user to broader headings
xx Cities and towns—Civic improvement
City planning
Community organization
Land use, Urban
Metropolitan areas
Sociology, Urban
Urban policy
— subdivision of preceding heading in bold print
— Citizen participation
xx Citizens' associations
— Law and legislation
See City planning and redevelopment law
See refers the user to the correct form of a heading
Urban research
See Municipal research

Data Grab: #9
Page 1 of 2 pages

TRACINGS

HOUSING POLICY--UNITED STATES.

HD
7293
.M34
1978

Mayer, Martin, 1928-
The builders : houses, people, neighborhoods, governments, money / Martin Mayer. -- 1st ed. -- New York : Norton, c1978.
468 p. ; 24 cm.
Includes bibliographical references and index.

1. Housing policy--United States. 2. Urban renewal--United States. 3. City planning--United States. 4. Construction industry--United States. 5. Federal aid to community development--United States. 6. Urban economics. I. Title

Subject headings assigned to this book (1-6). Similar works will have cards filed in the subject catalog under the same headings.

CoU 10 AUG 78 3433518 CODAsc 77-17026

The subject headings assigned to a particular book will be listed on the bottom of the catalog cards for that book. This portion of the card is known as the "tracings" because it traces, or keeps track of, the various cards, or added entries, made for a book. The tracings preceded by Roman numerals (in the example above, I. Title) indicate added entries in the author-title catalog: in this case, under the title of the work, The Builders: Houses, People, Neighborhoods, Government, Money. The tracings preceded by Arabic numerals (in the example above, numbers 1-6) list where cards will be filed in the subject catalog.

The assigning of multiple subject headings to a book provides alternative access points in the subject catalog. Additional access is provided by cards filed in the author-title catalog for titles, series titles, joint authors, editors, translators, etc. All access points are listed in the tracings section of the catalog card, and the heading under which the particular card is filed is printed at the top of that card. The card from which all added entries are generated is known as the main entry, and it represents the author or the first line of information printed on the card opposite the call number. No additional heading will be typed on this card.

You can often discover new terms to look under for information on a topic by checking subject tracings. If you know a particular book that is useful for your topic, look it up by author or title in the author-title catalog. Then, by looking in the subject catalog under the subject headings listed on the author or title card, you can find cards filed for that particular book and others similar to it. When you look in the subject catalog under headings that you found by using the LIBRARY OF CONGRESS SUBJECT HEADINGS (see the other side of this sheet), check the subject tracings on those cards as well, and you may discover even more related headings to look under in the subject catalog.

LCSH FORM SUBDIVISIONS FOR REFERENCE SOURCES

[Topic heading] --Abstracts
--Addresses, essays, lectures
--Atlases
--Audio-visual aids
--Bibliography [see also: Bibliography--Bibliography--[Topic]
-- --Catalogs Reference books--[Topic]
-- --Union Lists Reference books--Bibliography]
--Bio-bibliography
--Biography
--Book reviews
--Catalogs
--Chronology
--Collected works
--Congresses
--Criticism and interpretation [under names of authors]
--Dictionaries
--Dictionaries and encyclopedias
--Digests
--Directories
--Guide-books
--Handbooks, manuals, etc.
--History
--History and criticism
--Indexes
--Law and legislation
--Maps
--Outlines, syllabi, etc.
--Periodicals
--Pictorial works
--Sources
--Statistics
--Text-books
--Yearbooks

LCSH EXERCISE

1. To find books on campus police, what subject headings would you look under?

2. What headings would you look under for books on campus disorders?

3. You want books on water programs in camps -- what heading should you try?

4. You're also interested in camp administration -- what would you look under? How about camp counselors?

5. If you need books on military camps, what subject headings might be useful? What headings should you <u>not</u> try?

6. To find books on campfires, what headings would you use?

7. What would you look under for information on camping equipment?

8. What heading won't work to locate books on campus parking?

9. Where could you browse for books about camps?

Pickup campers
Pickup coaches
Truck campers and coaches
xx Motor-trucks
Recreational vehicles
Vans

Campert family
See Kammer family

Campfire programs
xx Amusements
Camps
Entertaining

Campfires
ss Outdoor cookery
xx Camping
Fires
Outdoor cookery

Camphor *(QD416; Therapeutics, RM666.C25)*
ss Camphoric acid
Menthol
xx Menthol

Camphor industry and trade *(Indirect) (HD9675.C24)*

Camphor tree

Camphoric acid *(QD341.A2)*
xx Camphor

Campi Bisenzio, Italy

Campi family

Campi Palentini, Battle of, 1268
See Tagliacozzo, Battle of, 1268

Campines *(SF489.C2)*

Camping *(Indirect) (GV191.68-GV198.9)*
Here are entered works on the technique of camping. Works on camps with a definite program of activities are entered under the heading Camps.
ss Backpacking
Camp sites, facilities, etc.
Campfires
Camps
Camps (Military)
Outdoor cookery
Outdoor life
Packhorse camping
Snow camping
Survival (after airplane accidents, shipwrecks, etc.)
Tourist camps, hostels, etc.
Wilderness survival
xx Camps
Fresh-air charity
Hunting
Outdoor education
Outdoor life
Outdoor recreation
Note under Camps
— Outfits, supplies, etc.
ss Camp stoves
Scientific expeditions—Equipment and supplies
Tents
xx Tents
— Prayer-books and devotions
— — English, [French, German, etc.]
Example under Prayer-books
— Songs and music *(M1977.C3; M1978.C3)*
xx Children's songs

Camping trailers
xx Recreational vehicles
Trailers

Campion family
See Champion family

Campmeetings
See Camp-meetings

Campo-Formio, Peace of, 1797 *(DC222.C3)*

Campo Grande, Battle of, 1869 *(F2687)*
xx Paraguayan War, 1865-1870

Campo Grande, Battle of, 1933
See Pampa Grande, Battle of, 1933

Campo Vis, Battle of, 1933
See Zenteno-Gondra, Battle of, 1933

Campos
See Savannas

Campostoma *(QL638.C94)*
xx Cyprinidae

Camppell family
See Campbell family

Camps *(Indirect) (GV192-8)*
Here are entered works on camps with a definite program of activities. Works on the technique of camping are entered under the heading Camping.
ss Camp sites, facilities, etc.
Camp sounds
Campfire programs
Camping
Camps for the handicapped
Church camps
Day camps
Dude ranches
Fishing lodges
Hunting lodges
Labor camps
Lumber camps
Nudist camps
Religious camps
School camps
x Organized camps
Summer camps
xx Camping
Note under Camping
— Accreditation *(GV198.A38)*
— Administration *(GV198.A4)*
x Camp administration
Camp management
— Counselors
See Camp counselors
— Decoration *(GV198.D4)*
x Camp decoration
xx Decoration and ornament
Handicraft
— Food service
x Camp cookery
— Nursing
See Camp nursing
— Safety measures
ss Camp nursing
xx Camp nursing
— Water programs
See Aquatic sports

Camps (Church)
See Church camps
Religious camps

Camps (Military) *(U180-185; UC400-405; Camp making, UG365)*
ss Concentration camps
Intrenchments
x Castrametation
Military camps
xx Camping
Military art and science
Military field engineering

Camps for handicapped children
See Camps for the handicapped

Camps for mentally handicapped children
xx Camps for the handicapped
Mentally handicapped children

Camps for the handicapped *(Indirect) (GV197.H3)*
ss Camps for mentally handicapped children
x Camps for handicapped children
xx Camps
Handicapped

Camps of instruction
See Military training camps

Camptodactyly
x Campylodactyly
xx Fingers—Abnormalities
Spasms

Campus clergy
See Chaplains, University and college

Campus cultures
See Educational anthropology

Campus disorders
See Student movements
Student strikes

Campus ministers
See Chaplains, University and college

Campus parking *(Indirect) (LB3253)*
x Parking, Campus
xx Automobile parking
Universities and colleges—Administration

Campus planning *(Indirect)*
ss Campus size
College facilities—Planning
Education parks
xx College facilities—Planning
Educational planning
School grounds
Universities and colleges—Buildings
Universities and colleges—Planning

Campus police
x Police, Campus
Universities and colleges—Police
xx Police, Private

Campus schools
See Laboratory schools

Campus size *(Indirect)*
x Size of campus
xx Campus planning
Universities and colleges—Administration

Campus stores
See College stores

Campylodactyly
See Camptodactyly

Campyloderidae
See Centroderidae

Campylopus *(Botany, QK539.D5)*
xx Dicranaceae

Camrar family
See Kammer family

Camron family
See Cameron family

Cams *(TJ206)*
ss Automobiles—Motors—Camshafts
xx Eccentrics (Machinery)
Mechanical movements
Rolling contact
Note under Machine parts
— Vibration

Camshafts, Automobile
See Automobiles—Motors—Camshafts

Camuki language
See Wagap language

Can-Am Road Race
See Canadian-American Challenge Cup

Cana, Marriage in
See Marriage in Cana (Miracle)

Canaanite drama

Canaanite gods
See Gods, Canaanite

Canaanite language
xx Syriac language, Palestinian

Canaanite literature

Canaanites *(DS121.4)*
xx Ethnology—Palestine

Canaanites (Movement)
xx Israel—Civilization
Israel—Politics and government
Zionism

Canaceidae *(QL537.C25)*
ss Canaceoides

Canaceoides
xx Canaceidae

Canada
— Church history
— — To 1763
— Civilization

BIBLIOGRAPHIES

Libraries typically list their holdings in some form of catalog (may be card, book, microform, computer). Also available are listings of materials, i.e., bibliographies, by country, language, publisher, time period, author, and subject. Most compilers will specify criteria of selection. Bibliographies are useful to the researcher to learn what has been published in a field or on a particular subject, to identify sources which may not turn up through other means, to verify citations or acquire bibliographic information, and for holdings information (i.e., locations).

Library Book Catalogs

The publisher G.K. Hall has made available, in book form, the catalogs of special collections in many libraries, including:

THE HARVARD UNIVERSITY CATALOGUE OF THE PEABODY MUSEUM LIBRARY (Anthropology)

THE NEW YORK PUBLIC LIBRARY HISTORY OF THE AMERICAS COLLECTION CATALOG

THE SCHOOL OF ORIENTAL AND AFRICAN STUDIES UNIVERSITY OF LONDON LIBRARY CATALOGUE

THE STANFORD UNIVERSITY LIBRARY CATALOGS OF THE HOOVER INSTITUTION ON WAR, REVOLUTION, AND PEACE

(All shelved in the Reference Department oversize section, ranges 18-20).

National Bibliographies

The catalogs of national libraries, such as the Library of Congress, the British Museum (now called the British Library), and the Bibliothèque Nationale, are comprehensive because these libraries receive, by law, copies of all books copyrighted in their country. The catalogs will also list the extensive foreign-language holdings of the libraries, making them "universal" in coverage. A "true" national bibliography will list only items published in the particular country. National bibliographies are shelved in Z 1200-1500. A listing of countries and their respective numerical location within that section is taped to Ranges 9-12 in the Norlin Reference Department.

U.S. Library of Congress. NATIONAL UNION CATALOG.
Author catalogs with various cumulations and titles since 1898.
Z 881 A1... (Ranges 15-17)

U.S. Library of Congress. BOOKS: SUBJECTS.
Based on LC subject catalog, since 1950. Initially cumulated every four years, now cumulates yearly. Z 881 A1U375 (Range 16)

Trade Bibliographies

Commercial publishers produce lists of books that are currently available, i.e., in print. Many foreign countries have an equivalent to our BOOKS IN PRINT.

BOOKS IN PRINT (AUTHORS, TITLES, SUBJECT GUIDE, FORTHCOMING, etc.). NY: Bowker, 1948- (behind Reference Desk)
Lists only books currently available from American publishers included in PTLA (PUBLISHERS' TRADE LIST ANNUAL).

CUMULATIVE BOOK INDEX. NY: Wilson, 1898- (behind Reference Desk)
Covers books published world-wide in English during the time period covered (monthly with cumulations).

Retrospective Bibliographies

In the U.S. and many foreign countries, historical bibliographies have been published to preserve records of bibliographical, social, cultural, and scientific development in print.

Evans, Charles. AMERICAN BIBLIOGRAPHY: A CHRONOLOGICAL DICTIONARY OF ALL BOOKS, PAMPHLETS AND PERIODICAL PUBLICATIONS PRINTED IN THE UNITED STATES OF AMERICA FROM THE GENESIS OF PRINTING IN 1639 DOWN TO AND INCLUDING THE YEAR 1800. Chicago: Printed for the author, 1903-1959. 14 vols. (behind Reference Desk)

Author Bibliographies

List works by and/or about an author.

Subject Bibliographies

List works on a given topic. May be complete or selected; the latter often called reading lists or checklists.

To locate author or subject bibliographies: 1)browse in the appropriate numerical section of the Z class (see "List of Subject Bibliographies" taped to Ranges 13 and 14 in Norlin Reference), 2)look in the subject card catalog under the author's last name or appropriate headings for your topic subdivided by -Bibliography, 3)consult BIBLIOGRAPHIC INDEX (see below), periodical indexes, bibliographic guides, and "New Reference Titles."

Bibliographies of Bibliographies

List bibliographies by subject.

BIBLIOGRAPHIC INDEX: A CUMULATIVE BIBLIOGRAPHY OF BIBLIOGRAPHIES. NY: Wilson, 1938- (Semimonthly with annual cumulations) Z 1002 B595 (Index Tables and Range 2)
Subject listing of bibliographies published separately or appearing as parts of books, pamphlets, and periodicals. Only includes bibliographies with 50 or more citations.

LOCATION CHART

LIBRARY OF CONGRESS CLASSIFICATION

University of Colorado Libraries, Boulder

THE 3RD FLOOR HAS 3 LEVELS: A, B, & C

Call Number	Location	Building, Room
A - BD	3A, Left Row	* (Norlin)
BF	Science Library	*
BH - D203	3A, Left Row	*
D204 - F	3A, Center Row	*
G - GA	3A, Right Row	*
GB - GC	Earth Science Library	Geology 204
GF - HC	3A, Right Row	*
HD1 - HD81	Business Library	Business 341
HD82 - HD2320	3A, Right Row	*
HD2321 - HD4800	Business Library	Business 341
HD4801 - HD8999	3A, Right Row	*
HD9000 - HG199	Business Library	Business 341
HG200 - HG1499	3A, Right Row	*
HG1500 - HG9999	Business Library	Business 341
HJ - HX	3A, Right Row	*
J - LB1499	3B, Left Row	*
LB1500 - LT399	3B, Center Row	*
M	Music Library	Imig Music, N 290
N	Art & Architecture Library	*
P - PN6014	3B, Center Row	*
PN6019 - PQ	3B, Right Row	*
PR1 - PR6015	3C, Left Row	*
PR6017 - PZ	3C, Center Row	*
Q	Science Library	*
QA - QC	Math-Physics Library	Duane G140
QD	Science Library	*
QE	Earth Science Library	Geology 204
QH - R	Science Library	*
S	3C, Right Row	*
T - T995	Engineering Library	Engineering ECCR 028
T1953 - T1981	3C, Right Row	*
TA - TP	Engineering Library	Engineering ECCR 028
TR	Art & Architecture Library	*
TS	Engineering Library	Engineering ECCR 028
TT	Art & Architecture Library	*
TX, U, V, Z	3C, Right Row	*
Oversize	3C, Right Row	*
Juvenile Collection	Basement	*

* In Norlin Library

Bib 301 Exercise #4: BOOKS

OBJECTIVES:

To identify books on your topic by using Library of Congress Subject Headings to access the subject card catalog, and by using bibliographies.

To locate books on your topic and evaluate their usefulness for your subject.

To develop a procedure and organizational techniques for acquiring information available on your topic in books.

To find key texts on your subject to include in your pathfinder.

DIRECTIONS:

Follow the steps below, adding to your bibliography cards and developing an essay on your procedure.

1. Look in the subject card catalog under the subject headings you found in LCSH for the "Preliminary to Exercise #4."
   A. Make bibliography cards for books you find in the subject card catalog which sound useful for your topic.
   B. Attempt to locate some of these books and browse around them, making more bibliography cards if you spot anything new that looks good.
   C. Look up in the author/title catalog one or more of the books you found browsing and note the subject tracings for possible additional headings.

2. Look for works on your topic in Bibliographic Index, Books in Print, and the guidebook you discovered in Exercise #3. Look in particular for bibliographies and what appear to be key texts. Make bibliography cards for works that sound useful and try to locate some of them through the author/title catalog.

3. Annotate the bibliography cards for those books you wish to include on your pathfinder. The "source of citation" section on your cards will be checked for evidence of a well-rounded and thorough search.

4. Write an essay describing your procedure for finding library books and identifying what has been published on your topic (1-3 pages). Refer to your green "Essay Guidelines" handout.

TURN IN:

Your 3x5 cards and your essay.

ACCESSING PERIODICALS AND NEWSPAPERS

To find out what periodicals are being published in a subject area, use a periodical directory. To find out what newspapers are being published in a geographic area, use a newspaper directory. Following are some examples of such directories.

Periodical and Newspaper Directories

ULRICH'S INTERNATIONAL PERIODICALS DIRECTORY: A CLASSIFIED GUIDE TO CURRENT PERIODICALS, FOREIGN AND DOMESTIC. (behind Reference Desk)
Lists 60,000+ periodicals of all kinds from all over the world in 385 subject areas. Use the "Cross Index to Subjects" (in the front of the volume) to locate the subject area within which a specific topic is listed and the "Title Index" (in the back of the volume) to find the page on which a particular title will be listed. Entries include: title, frequency of publication, publisher's name and address, subscription rate, year first published, if advertising and book reviews are included, and where indexed or abstracted. Note the subheading "Abstracting, Bibliographies, Statistics" for each major subject group. Companion volume is IRREGULAR SERIALS AND ANNUALS. Quarterly supplements.

THE STANDARD PERIODICAL DIRECTORY: THE LARGEST AUTHORITATIVE GUIDE TO UNITED STATES AND CANADIAN PERIODICALS. (behind Reference Desk)
Lists 68,000+ periodicals, classified in 230 subject categories. Includes: consumer magazines; trade journals; newsletters; government publications; house organs; directories, transactions and proceedings of scientific societies; yearbooks; museum, religious, ethnic, literary, and social group publications. Use the "Cross Index to Subjects" (in the front of the volume) to locate specific topics within subject categories and the "Index" (in the back of the volume) to locate a title (gives category numbers rather than page numbers). Entries include: title, previous title (if any), publisher's name and address, names of editors, description of editorial content, indexing and abstracting information, year established, frequency of issue, subscription rate, circulation, advertising information, printing information.

THE INTERNATIONAL DIRECTORY OF LITTLE MAGAZINES AND SMALL PRESSES. (behind Reference Desk)
Detailed paragraph length entries.

AYER DIRECTORY OF PUBLICATIONS. (behind Reference Desk)
"The professional's directory of print media in the United States; Puerto Rico; Virgin Islands; Canada; Bahamas; Bermuda; the Republics of Panama and the Philippines. Economic descriptions of the states, provinces, cities, and towns in which all listees are published; 15 separate, classified lists; 66 custom-made maps on which all publication cities and towns are indicated." Arranged by state, etc. with publications listed alphabetically by title under locations. Brief entries include year established, frequency of publication, advertising information, circulation, editor, publisher's name and address. Better for newspapers than periodicals.

EDITOR AND PUBLISHER INTERNATIONAL YEARBOOK. (Ref PN4700 E42)
Includes: newspapers published in the U.S., Canada, and foreign countries; news and syndicate services; mechanical equipment, supplies, and services; and other organizations and industry services.

Periodical Indexes (See also Data Grab #102 "How to Find a Periodical Article")

There are four ways to identify abstracting and indexing tools for a given topic or discipline:

1) via a general guidebook or a subject guidebook
2) via Harzfeld, Lois A. PERIODICAL INDEXES IN THE SOCIAL SCIENCES AND HUMANITIES: A SUBJECT GUIDE. Metuchen, N.J.: Scarecrow, 1978. AI3 H37 (behind Reference Desk) or
Owen, Dolores B. and Marguerite M. Hanchey.ABSTRACTS AND INDEXES IN SCIENCE AND TECHNOLOGY: A DESCRIPTIVE GUIDE. Metuchen, N.J.: Scarecrow, 1974. Z7403 095 (in Reference Office)
3) via "INDEX TO INDEXES". This computerized list provides subject access to most of the indexing and abstracting tools located in the Reference Department of Norlin. It is usually available in a black binder shelved behind the Reference Desk, but will be kept in the Reference Office during class use. Ask a librarian for assistance.
4) Ask a Librarian to suggest the most appropriate indexes for your particular needs.

Newspaper Indexes and News Digests (See also Data Grab #52 "The New York Times Index")

Newspapers are a source of very current information and also events, controversies, and discoveries in the past. Following are some examples of newspaper indexes.

NEW YORK TIMES INDEX, 1851- (index tables) Data Grab #52
Semi-monthly with annual cumulations.
Many uses:
1) indexes the NEW YORK TIMES
2) abstracts the news
3) identifies names and dates (and can therefore be useful for accessing local newspapers which may not be indexed)
4) book, film, and play reviews
5) obituaries (biographical information)

THE TIMES INDEX, 1906- (London) AI 21 T46 (Range 1) Data Grab #45
CUMULATED INDEX OF THE CHRISTIAN SCIENCE MONITOR, 1960- AI 21 C46 (Range 1) Data Grab #15
DENVER POST INDEX, 1963-77, 1979- AI 21 D458 (Range 1)
WASHINGTON POST INDEX, 1971- AI 21 W3 (Range 2)
LOS ANGELES TIMES INDEX, 1972- AI 21 L6 (Range 1)

News digests summarize the news and are a quick source of information. These are an alternative to periodical indexes or newspaper indexes or searching backfiles of newspapers (often on microfilm) when one merely needs a brief summary of a news event. They can also provide a starting point in a broader search.

Examples of news digests:

FACTS ON FILE, 1940- (New York) D410 F299 (Range 5)
Weekly with yearbooks
KEESING'S CONTEMPORARY ARCHIVES, 1931- (London) D410 K4 (Range 5)
Weekly in binders.

HOW TO FIND A PERIODICAL ARTICLE

1. PERIODICALS are magazines and journals. Periodicals may be popular, i.e., for the general public, or scholarly, i.e., for a particular field. Periodicals are important in research because:

   a. They provide current information.

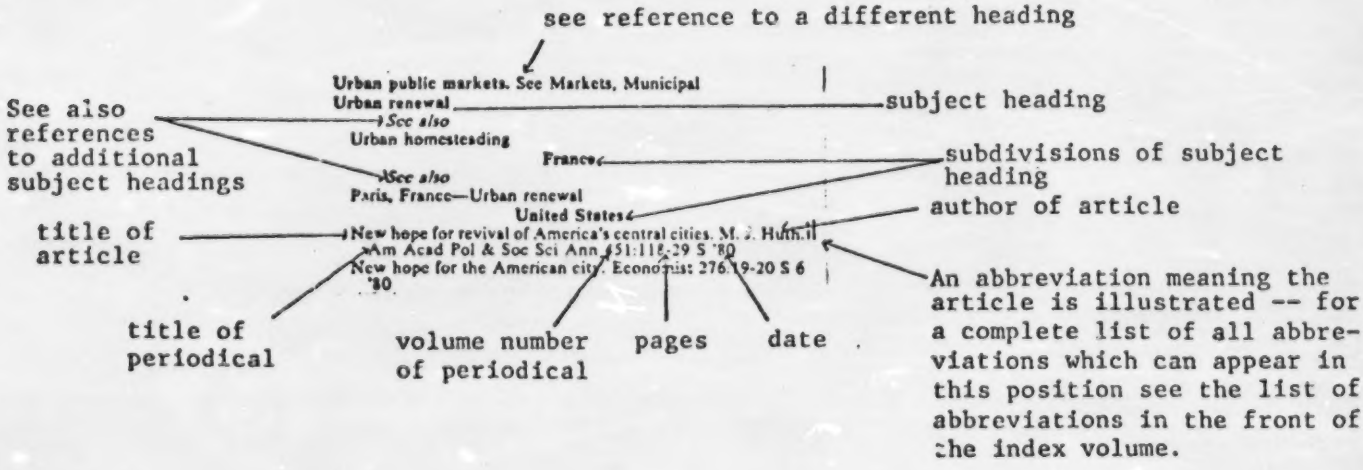
   b. Most articles include references to additional sources of information.

   c. Periodical articles may offer viewpoints or information which never appear in books.

2. PERIODICAL INDEXES list the articles in specified magazines by subject and by author. Each article is described in a citation which provides the information necessary to locate the article, such as author, title, pages, date, etc. Some periodical indexes also include a summary or abstract of the article as well.

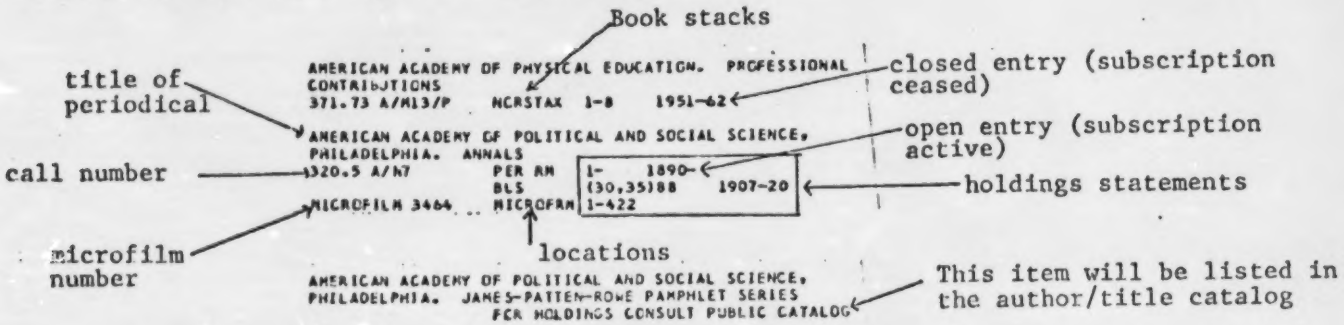
3. TO USE an indexing or abstracting publication, note the time period covered, the list of journals covered, and the arrangement. Be sure to consult the introduction or guide for the user. Data Grabs, instructional handouts which explain the use of various indexes, are also available. Look under as many subject headings as you can think of, and be sure to follow through on relevant "see" and "see also" references. The Readers' Guide to Periodical Literature indexes about 150 general interest, popular periodicals (such as Time, Ms, Sports Illustrated, Modern Photography) and may be a good place to begin a search for periodical literature, but you should go on from there to subject indexes for more scholarly articles. Some subject indexes list not only articles, but other types of publications as well (e.g., books, dissertations, conference proceedings, pamphlets, government documents.) A Reference Librarian can suggest the appropriate subject indexes for your topic.

4. A typical CITATION in a periodical index provides the following information:


see reference to a different heading
Urban public markets. See Markets, Municipal
Urban renewal
See also
Urban homesteading
See also
Paris, France—Urban renewal
United States
New hope for revival of America's central cities. M. J. Huth. il
Am Acad Pol & Soc Sci Ann 451:118-29 S '80
New hope for the American city. Economist: 276:19-20 S 6 '80
See also references to additional subject headings
subject heading
subdivisions of subject heading
author of article
title of article
title of periodical
volume number of periodical
pages
date
An abbreviation meaning the article is illustrated -- for a complete list of all abbreviations which can appear in this position see the list of abbreviations in the front of the index volume.

Consult the "Abbreviations of Periodicals Indexed," generally appearing in the front of each index volume, for the complete title of the periodical if it is abbreviated in the citation. In this example Am Acad Pol & Soc Sci Ann is the American Academy of Political and Social Science, Philadelphia, Annals.

5. The CATALOG OF SERIALS is an alphabetical list of periodicals in the University of Colorado Libraries, which provides the call number, location, and holdings for each title.


Book stacks
title of periodical
AMERICAN ACADEMY OF PHYSICAL EDUCATION. PROFESSIONAL CONTRIBUTIONS
371.73 A/M13/P NCRSTAX 1-8 1951-62
closed entry (subscription ceased)
AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE, PHILADELPHIA. ANNALS
open entry (subscription active)
call number
320.5 A/N7 PER RM 1- 1890-
BUS (30,35)88 1907-20
holdings statements
MICROFILM 3464 MICROFRM 1-422
microfilm number
locations
AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE, PHILADELPHIA. JAMES-PATTEN-ROWE PAMPHLET SERIES
FOR HOLDINGS CONSULT PUBLIC CATALOG
This item will be listed in the author/title catalog

The entry for the American Academy of Political and Social Science Annals indicates that it is available in the Periodicals Room (Per Rm) on the second floor of Norlin Library. We have volume 1, which is 1890, and on. The open dash means we are still subscribing to this title. It is also available in the Business Library (Bus), but only volumes 30, 35, and 88. The parentheses around volumes 30 and 35 mean that some issues are missing from these volumes. The closed entry 1907-20 means that we have only the volumes indicated during that time period, and then our subscription ceased. In both the Periodicals Room and the Business Library (as in all periodical locations on campus) the bound volumes will be shelved under the call number, in this case 320.5 A/N7. Current unbound issues are shelved separately and arranged alphabetically by title. This journal is also available on microfilm for volumes 1 - 422. The call number for the microfilm is MICROFILM 3464. The general microforms collection is in AV/Microforms on the second floor.

If you do not find a periodical listed in the Catalog of Serials, see a Librarian.

6. In ABSTRACTING PUBLICATIONS the citations are typically arranged under broad subject categories rather than under specific subject headings. This arrangement means that looking for citations is a two-step process. You can use the table of contents to locate your topic within one of the subject categories and then browse in that section of the abstracts looking for relevant articles, or you can look for your specific topic in the subject index and then locate the particular abstract numbers that are listed there. The summaries then make it easy to pick out those articles which will be the most useful. Note the cumulation of indexes in abstracting publications. See a Librarian for assistance.

7. Periodical articles which are not available at CU can often be borrowed from other libraries through INTERLIBRARY LOAN. Check with a Reference Librarian.

8. For information on "How to Find a Book," ask a Librarian for Data Grab #101.

PSYCHOLOGICAL ABSTRACTS

BF1 P65 Reference Dept. vol. 34- 1960-
Science Library vol. 1- 1927-

SCOPE

PSYCHOLOGICAL ABSTRACTS "provides nonevaluative summaries of the world's literature in psychology and related disciplines" found in periodicals, books, technical reports, monographs, and dissertations. The related disciplines include psychiatry, sociology, anthropology, education, pharmacology, and linguistics. Currently over 950 journals are scanned for relevant articles, and approximately 15% of the entries are foreign language materials. Abstracts, in English, are supplied for most entries.

ORGANIZATION

Organization has varied over the years, but currently it is issued monthly, with author and subject indexes which are cumulated into a Volume Index every six months. The monthly issues contain abstracts listed under 16 major classification categories, some with subsections. Under each category the abstracts are arranged alphabetically by the name of the first author. Separate cumulative author and subject indexes for 1927-1977 can be used instead of searching through the index of each volume.

PROCEDURE

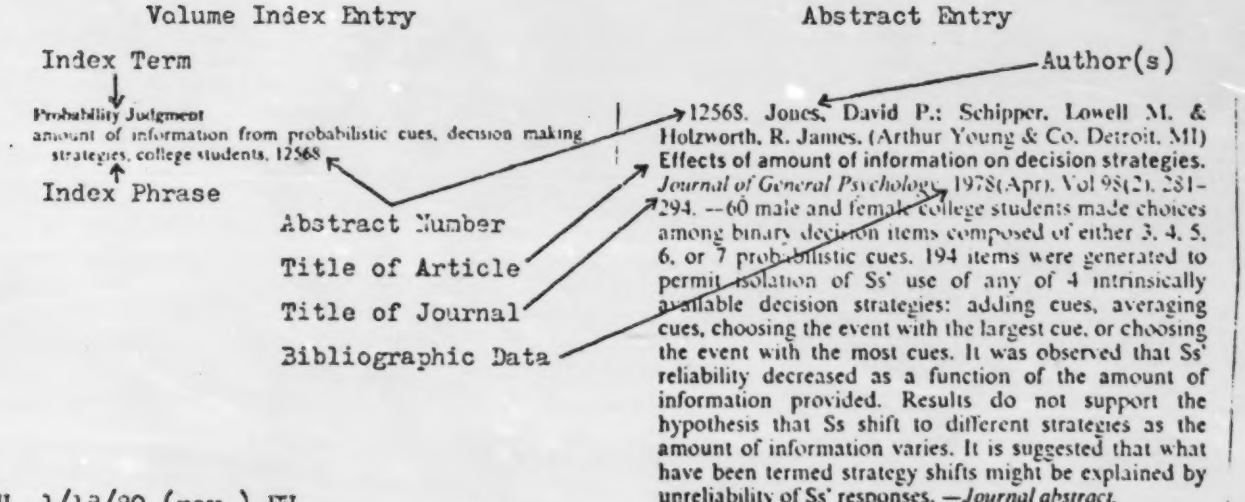
To search the cumulative six-month Volume Index by subject:

1. Scan the Thesaurus of Psychological Index Terms (shelved near Psychological Abstracts) for index terms related to your topic and references to other relevant terms.

2. Use the index terms found in step 1 to search the Volume Index. Index phrases describing the subject matter of documents relevant to your topic will be listed under those terms. An abstract number is provided.

3. Find the abstract by locating the abstract number in the appropriate monthly issue of the period covered by the Volume Index.

SAMPLE


Volume Index Entry
Abstract Entry
Index Term
Probability Judgment
amount of information from probabilistic cues, decision making strategies, college students, 12568
Index Phrase
Author(s)
12568. Jones, David P.; Schipper, Lowell M. & Holzworth, R. James. (Arthur Young & Co. Detroit, MI) Effects of amount of information on decision strategies. Journal of General Psychology, 1978(Apr). Vol 98(2). 281-294. --60 male and female college students made choices among binary decision items composed of either 3, 4, 5, 6, or 7 probabilistic cues. 194 items were generated to permit isolation of Ss' use of any of 4 intrinsically available decision strategies: adding cues, averaging cues, choosing the event with the largest cue, or choosing the event with the most cues. It was observed that Ss' reliability decreased as a function of the amount of information provided. Results do not support the hypothesis that Ss shift to different strategies as the amount of information varies. It is suggested that what have been termed strategy shifts might be explained by unreliability of Ss' responses. —Journal abstract.
Abstract Number
Title of Article
Title of Journal
Bibliographic Data

CoU 1/18/80 (rev.) EH
DATA GRAB: #57
(page 1 of 2 pages)

NEXT STEP

Check the CATALOG OF SERIALS for holdings, call numbers, and locations of journals cited. Check the AUTHOR-TITLE section of the main CARD CATALOG for holdings and call numbers of books. For locations of books, consult the master LOCATION CHART on the wall in the Reference Department. PLEASE CONSULT A LIBRARIAN FOR ADDITIONAL INFORMATION OR HELP.

NOTE

Psychological Abstracts can be searched in the Library via an online interactive computer system. Inquire at the Reference Desk.

THE NEW YORK TIMES INDEX

Microfilm 775 AV/Microforms 1851-57 (1858)
1860-1904 (1905)
AI 21 N44 Reference Dept. 1886-1893; 1905-

SCOPE

THE NEW YORK TIMES INDEX is a detailed index to The New York Times, one of the leading, most widely read, and most quoted newspapers in the world. Its coverage is as broad as any newspaper's, ranging from local city news to international affairs and all countries of the world.

ORGANIZATION

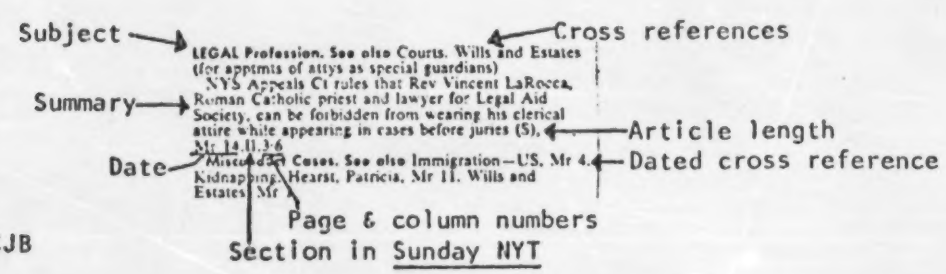
THE NEW YORK TIMES INDEX is published twice monthly, cumulated into quarterly indexes, and then cumulated again into an annual index. There is a time lag of about three months between the dates covered by a semi-monthly index and the time it is received in the library. For information on more recent events, please consult a reference librarian.

The INDEX is arranged by subject in alphabetical order. Names of people and organizations are usually covered by cross-references to the subjects of their activities. Under the name of a country or other geographical heading will be found only material on the government, economy, politics, etc.--material too broad to be found under a specific subject heading. Items such as book reviews, deaths, crimes, and letters to the editor are indexed under these subject headings rather than under an individual's name. In addition to indexing The New York Times, the INDEX serves as a "condensed classified history of the world as it is recorded day-to-day in The New York Times." Under most subject headings, a chronological summary or abstract of the news is provided with specific references to news articles in The New York Times. The length of specific news articles is indicated by the abbreviations (S), (M), and (L)--short, medium, and long.

PROCEDURE

Select the index (annual, quarterly, or semi-monthly) that is most likely to cover your topic. Check for your subject heading in the body of the index. Watch for "see" and "see also" cross references immediately following the subject heading; these terms should also be consulted to insure a thorough search. The citations after the summary of the news refer to specific news articles in The New York Times by date, page number, and column number, in that order. A Roman numeral between the date and page number refers to that section in the Sunday New York Times. Dark type indicates an item of particular interest or significance.

SAMPLE


Subject
Cross references
LEGAL Profession. See also Courts. Wills and Estates (for apptmts of attys as special guardians)
NYS Appeals Ct rules that Rev Vincent LaRocca, Roman Catholic priest and lawyer for Legal Aid Society, can be forbidden from wearing his clerical attire while appearing in cases before juries (S),
Summary
Article length
Mr 14 II,3:6
Date
Dated cross reference
Kidnapping, Hearst, Patricia, Mr 11. Wills and Estates, Mr 4
Page & column numbers
Section in Sunday NYT

CoU 8/20/80 (rev) CJB
Data Grab #52
Page 1 of 2 pages

CAUTION — The INDEX covers the Late City Edition of The New York Times. Occasionally, however, you might see a citation entry that includes a Section number 11, 21, 22, or 23. These refer to articles in other editions of the Times that are not available in Norlin Library.

NEXT STEP — Copies of The New York Times are kept in the Periodicals Room for about one to two months, until the microfilm is received. The microfilm (Microfilm 774) is kept in the AV/Microforms Department, 2nd floor, opposite the west entrance of the Library.

NOTE — THE NEW YORK TIMES INDEX can be searched in the Library via an online interactive computer system. Inquire at the Reference Desk.

PLEASE CONSULT A LIBRARIAN FOR ADDITIONAL INFORMATION OR HELP.

CITING PERIODICAL AND NEWSPAPER ARTICLES

For the purposes of this course, a distinction will not be made between popular magazines and scholarly journals. Therefore, disregard Turabian 7:102 and follow the examples in 7:104 :

N. [3]William C. Hayes, "Most Ancient Egypt," Journal of Near Eastern Studies 23 (October 1964): 217-74.

B. Hayes, William C. "Most Ancient Egypt." Journal of Near Eastern Studies 23 (October 1964): 217-74.

If you have an item with no volume number (very rare these days), simply eliminate that element of information without varying the format in any other way. Issue numbers are not included in Turabian's bibliographic style. If you have an item with no author, simply start with the title of the article as the first element, do not follow Turabian 7:105. If you wish to cite a book review, follow the pattern illustrated in 7:103, but substitute the journal style illustrated above after listing the review itself.

When footnoting a newspaper article, follow the model in Turabian 7:109. To cite a newspaper article in a bibliography, use that same punctuation but start the first line at the margin and indent 5 spaces thereafter.

Bib 301 Exercise #5: PERIODICAL AND NEWSPAPER ARTICLES

OBJECTIVES:

To learn how to identify periodicals and periodical indexes on your topic and to learn how to use general and subject periodical indexes, the New York Times Index and Facts on File news digest.

To explore the periodical literature and newspaper coverage of your topic.

To develop a procedure and organizational techniques for acquiring the information available in periodical and newspaper articles.

To find articles for your pathfinder.

DIRECTIONS:

Answer in outline form question sets 1-3. Answer in essay form question 4.

1. Periodicals available in the field of your topic: Ulrich's
   A. How did you find listings related to your topic in Ulrich's?
   B. How many columns of citations in your area are there?
   C. Are any of the listed titles free?

2. Periodical articles on your topic: general and subject periodical indexes
   A. Identify and locate subject indexes relevant to your topic by consulting the appropriate guidebook(s), Harzfeld or Owen, and "Index to Indexes."
   B. Explore the Readers' Guide or the Social Sciences Index and subject indexes. (Use Data Grabs to figure them out.) On a 3x5 card for each index consulted, record the search terms you tried and prioritize them according to usefulness for your topic, i.e., rank them according to the number of relevant articles listed under each heading (see pink"Pathfinder Guidelines"handout).
   C. Make bibliography cards for titles that sound useful. Locate and annotate some of these articles, keeping your pathfinder in mind.
   D. Comment on the usefulness of periodical articles to your research.

3. Newspaper articles on your topic: New York Times Index
   Facts on File
   A. Try to find something related to your subject in the New York Timex Index.
   B. What headings did you try? How were the summaries themselves useful?
   C. Describe your experience in actually locating an article (i.e., using the microfilm and reader).
   D. Comment on the usefulness of newspaper articles to your research.
   E. Explore Facts on File. Is it helpful for your subject? Why or why not?
   F. Distinguish between the potential uses of the New York Times Index and Facts on File.

4. Incorporating your responses to the above quesitons, write an essay describing your procedure in using these tools (1-2 pages). Refer to your green "Essay Guidelines" handout.

TURN IN:

Answers in outline form to question sets 1-3, answer in essay form to question 4, and any 3x5 cards. Remember to use your "Citing Periodical and Newspaper Articles" handout rather than Turabian for bibliographic style.

Bib 301 Exercise #6: OTHER SOURCES OF INFORMATION

OBJECTIVES:

To familiarize yourself with reference works which will lead you to additional sources of information.
To round out your search for information on your topic.
To critically evaluate two additional sources.
To find other sources to include on your pathfinder.

DIRECTIONS:

Explore two titles described on the handouts listed below and write two evaluative essays (2-3 pages total). Refer to your green "Essay Guidelines" handout.

Special indexes to materials in collections
Review sources
Biographical sources
Government publications
Miscellaneous sources
- almanacs
- directories
- sources of statistics
- atlases
- gazetteers

1. Select one of the following and evaluate it in relation to your topic:

a special index
an index to reviews
a biographical dictionary
MONTHLY CATALOG (Data Grab available).

2. Select one of the miscellaneous sources and evaluate it in general.

3. Decide which, if any, of these sources you would like to include in your pathfinder. Check with your instructor if you are unsure.

TURN IN:

Answers to questions 1 and 2 (2-3 pages total).

INDEXES TO MATERIALS IN COLLECTIONS

Card catalogs usually do not list the contents of books, but there are many special indexes which provide access to materials in collections. Some examples are:

Essays

ESSAY AND GENERAL LITERATURE INDEX, 1900- New York: Wilson.
A13 E752 (Index tables) Data Grab #22
Semiannual and cumulations

Plays

PLAY INDEX, 1949-52, 1953-60, 1961-67, 1968-72, 1973-77. New York: Wilson.
Z5781 P53 (Range 13)

Poetry

GRANGER'S INDEX TO POETRY. 1940, 1953, 1962, 1973, 1978. New York: Columbia.
PN4321 G8 (Range 8)

Short Stories

SHORT STORY INDEX. 1953. New York: Wilson.
Z5917 S5C6 (Range 13)
Supplements - 1950-54, 1955-58, 1959-63, 1964-68, 1969-73, 1974-78.

Speeches

SPEECH INDEX. 4th ed. rev. & enl. 1966, supplement 1966-70. New York: Scarecrow.
A13 S85 1966 (Range 1)

REVIEWS

Book reviews are useful for: evaluating the quality and suitability of a book, biographical information (may be included), plot digest.

Film and theater reviews are useful for: production information (dates, cast, etc.), quality of the production, plot digest.

A book review should include: something about the author, what the book is about, stylistic quality, special features, intended audience, value judgement, and comparison to similar works. See also Data Grab #103: "How to Review a Book."

To locate a book review, know: author, title, and date of publication.

Special Indexes

BOOK REVIEW DIGEST. 1905- New York: Wilson. (Index tables) Data Grab #12
Monthly with yearly cumulations. Covers 80+ selected periodicals. Includes quotations from the reviews listed. At least four fiction and two nonfiction reviews must be in indexed periodicals for reviews to be included. Subject and title indexed.

BOOK REVIEW INDEX. 1965- Detroit: Gale. (Index tables) Data Grab #13
Bimonthly with annual cumulations. 325 periodicals indexed. Includes all reviews in journals covered. Coded for reference work, child, young adult, or periodical. Title index.

CURRENT BOOK REVIEW CITATIONS. 1976- New York: Wilson. (Index tables)
Monthly with annual cumulations. Author and title cumulation of all reviews indexed in other Wilson indexes. Covers more than 1000 periodicals.

NEW YORK TIMES BOOK REVIEW INDEX. 1896-1970. (Index tables)
Separate volumes for author, title, byline, subject, category (i.e., genre).

INDEX TO BOOK REVIEWS IN THE HUMANITIES. 1961- (Index tables) Data Grab #30
By author of book only. Covers approximately 350 periodicals.

NATIONAL LIBRARY SERVICE CUMULATIVE BOOK REVIEW INDEX. 1905-1974. (Index tables)
Covers BOOK REVIEW DIGEST for years indicated and the SATURDAY REVIEW, CHOICE, and LIBRARY JOURNAL.

See also review indexes covering specific disciplines (e.g., literature, drama, film, anthropology, history, sociology) available on the Index tables.

Periodical and Newspaper Indexes

READERS' GUIDE
- book reviews - under author's last name through volume 35
  - separate section in back, volume 36 (March 1976) to the present
- films - under "Moving picture plays - Criticism, plots, etc." from vol. 7 (1925-28) through vol. 36 (March 1976)
  - under "Motion picture reviews - Single works", vol. 37 (March 1977) to the present

HUMANITIES/SOCIAL SCIENCES INDEXES
- books - special section in the back (alphabetical by author)
- films - SOCIAL SCIENCES: under "Moving pictures" with various subdivisions
  HUMANITIES: under "Moving picture reviews"

Many other subject periodical indexes include book reviews.

NEW YORK TIMES INDEX
- books - under "Book Reviews"
- films - under "Motion Pictures - Reviews and Other Data on Specific Productions" (See also the NEW YORK TIMES FILM REVIEWS 1913-1968. Index tables.)
- plays - under "Theater - Reviews and Other Data on Specific Productions"

BIOGRAPHICAL INFORMATION

Biographical information can be found in many places; encyclopedias, yearbooks, and directories being particularly useful. Periodical indexes can be searched for biographical information as well. There are also dictionaries and indexes devoted to information about people. "CT" is the LC class for general biographical tools. Biographical information on persons of a particular country can be located in the D, E, or F category for that country. Information on persons in a particular field will be in the LC class for that field. Subject headings useful for locating biographical dictionaries include:

Biography--Dictionaries
[Country]--Biography--Dictionaries
[Field of endeavor]--Biography--Dictionaries
[Class of persons]--Biography--Dictionaries

The field (e.g., science) or the class (e.g., scientists) can also be subdivided by a geographical location.

Biographical dictionaries vary in coverage and format: they may be retrospective or current, general or special, essay or tabular. Retrospective dictionaries include individuals who were not alive at the time of publication, while current dictionaries only include those who were alive at the time of publication. General means all fields are covered, and special is limited to a particular field. Entries may be in essay format or limited to a paragraph of basic facts (usually employing many abbreviations). When using biographical dictionaries, the introductory materials should be perused to learn which of the preceding apply. It is also important to note how biographees were selected and how the biographical information was obtained.

Bibliography of Biographical Dictionaries

Slocum, Robert B. BIOGRAPHICAL DICTIONARIES AND RELATED WORKS; AN INTERNATIONAL BIBLIOGRAPHY OF COLLECTIVE BIOGRAPHIES. Detroit: Gale, 1967. Supplements 1972, 1978. Z 5301 S55 (Range 13)
Contents divided into Universal, National or Area, and Vocation, with author, title, subject index.

Indexes to Biographical Information

BIOGRAPHY INDEX. 1946- New York: Wilson. (behind Reference Desk)
Quarterly with annual cumulations. Covers periodicals, books of individual and collective biographies, incidental biographical materials in books.

BIOGRAPHICAL DICTIONARIES MASTER INDEX. 1975-76. Detroit: Gale. Supplements 1979, 1980. (behind Reference Desk)
Emphasizes living persons in the U.S. and Canada. Functions as an index to biographical dictionaries.

MARQUIS WHO'S WHO PUBLICATIONS: INDEX TO ALL BOOKS. 1974- Chicago: Marquis. (behind Reference Desk)
Also includes WHO WAS WHO volumes. Lists Marquis publications.

THE NEW YORK TIMES OBITUARIES INDEX 1858-1968. (behind Reference Desk)

PERSONAL NAME INDEX TO THE NEW YORK TIMES INDEX (1851-1974). (behind Reference Desk)

Representative list of biographical dictionaries

CONTEMPORARY AUTHORS CT100 C62
CURRENT BIOGRAPHY CT100 C8
DICTIONARY OF INTERNATIONAL BIOGRAPHY CT101 D5
CHAMBER'S BIOGRAPHICAL DICTIONARY CT103 C4 1969
DICTIONARY OF UNIVERSAL BIOGRAPHY (Hyamson) CT103 H9 1951
WEBSTER'S BIOGRAPHICAL DICTIONARY CT103 W4 1961, 1972, 1976
MCGRAW-HILL ENCYCLOPEDIA OF WORLD BIOGRAPHY CT104 M25
INTERNATIONAL WHO'S WHO CT120 I44
WHO'S WHO IN THE WORLD CT120 W5
NOTABLE AMERICAN WOMEN CT3260 N57
DICTIONARY OF NATIONAL BIOGRAPHY (British) DA28 W6
WHO'S WHO (British) DA28 W6
WHO WAS WHO (British) DA28 W65
WHO'S WHO IN FRANCE DC705 A1W46
WHO'S WHO IN GERMANY DD85 W45
DICTIONARY OF AMERICAN BIOGRAPHY E176 D56 and D563
WHO'S WHO IN AMERICA E663 W56 (latest edition behind Reference Desk)
WHO WAS WHO IN AMERICA E663 W539, W54, W55
WHO'S WHO IN COLORADO (behind Reference Desk)
CONGRESSIONAL STAFF DIRECTORY JK1012 C65
DIRECTORY OF AMERICAN SCHOLARS LA2311 C32 (latest behind Reference Desk)
BAKER'S BIOGRAPHICAL DICTIONARY OF MUSICIANS ML105 B16 1965
BIOGRAPHICAL DICTIONARY OF FILM PN1998 A2T55 1976
CONTEMPORARY NOVELISTS PR883 C66 1976 (behind Reference Desk)
AMERICAN MEN AND WOMEN OF SCIENCE (SOCIAL AND BEHAVIORAL SCIENCES) Q141 A49 13th. (latest behind Reference Desk)

MISCELLANEOUS SOURCES OF INFORMATION

Almanacs

Almanacs contain a wide variety of brief facts and statistics. Many contain directory and biographical information. Most will give a chronology of the major events of the preceding year.

WORLD ALMANAC AND BOOK OF FACTS. 1868- New York: Newspaper Enterprise Association, Inc.
AY67 N5W7 (behind Reference Desk)
Microfiche 506 (on table near Index Tables)

INFORMATION PLEASE ALMANAC. 1947- New York: Viking Press.
AY64 I55 (behind Reference Desk and Range 3)

Directories

Directories include a wide variety of information about people and organizations, e.g., names, addresses, history, publications, etc.

CONGRESSIONAL DIRECTORY. 1809- Washington, D.C.: U.S. Government Printing Office.
Y4.P93/1: (behind Reference Desk)

CONGRESSIONAL STAFF DIRECTORY. 1859- Mount Vernon, VA: Congressional Staff Directory Ltd.
JK1012 C65 (Range 7)

UNITED STATES GOVERNMENT MANUAL. 1935- Washington, D.C.: U.S. Government Printing Office.
GS4.109: (behind Reference Desk)

ENCYCLOPEDIA OF ASSOCIATIONS. 3 vols. Detroit: Gale. (Frequently revised)
HS17 G335 (behind Reference Desk)

RESEARCH CENTERS DIRECTORY. Detroit: Gale. (Frequently revised)
AS25 D5 (behind Reference Desk)

POLK'S BOULDER CITY DIRECTORY. 1913- Kansas City, MO: R.L. Polk & Co.
F782 B8A18 (behind Reference Desk)

Directories for a particular field, organization, etc. can be located through the card catalog under the appropriate [Subject Heading]-Directories or by consulting:

THE DIRECTORY OF DIRECTORIES: AN ANNOTATED GUIDE TO BUSINESS AND INDUSTRIAL DIRECTORIES, PROFESSIONAL AND SCIENTIFIC ROSTERS, AND OTHER LISTS AND GUIDES OF ALL KINDS. James M. Ethridge, ed. Detroit: Information Enterprises (distributed by Gale), 1980.
AY2001 D5 1st 1980 c.1 (behind Reference Desk) (Published every two years and supplemented by DIRECTORY INFORMATION SERVICE.)

Statistics

Statistics are available on many subjects. They can be found in almanacs and encyclopedias, as well as in special statistical compilations, such as those listed below.

STATISTICAL ABSTRACT OF THE UNITED STATES. 1879- Washington,D.C.: U.S. Government Printing Office.
C3.134: (behind Reference Desk)

HISTORICAL STATISTICS OF THE UNITED STATES: COLONIAL TIMES TO 1970. 2 parts. Washington,D.C.: U.S. Government Printing Office, 1975.
HA202 A385 (Range 7)

EUROPEAN HISTORICAL STATISTICS, 1750-1970. New York: Columbia University Press, 1975.
HA1107 M5 (Range 7)

STATISTICAL YEARBOOK. 1949- New York: United Nations.
1033-17 St33 (in Government Publications)

THE STATESMAN'S YEARBOOK: STATISTICAL AND HISTORICAL ANNUAL OF THE STATES OF THE WORLD. 1864- New York: St. Martin's Press.
JA51 S7 (Range 7)

THE EUROPA YEARBOOK: A WORLD SURVEY. 1926- London: Europa Publications. (2 vols.)
JN1 E85 (Range 7)

COUNTRIES OF THE WORLD AND THEIR LEADERS YEARBOOK. 1974- (Irregular) Detroit: Gale.
G1 C7 (Range 6)

AMERICAN STATISTICS INDEX: A COMPREHENSIVE GUIDE TO THE STATISTICAL PUBLICATIONS OF THE U.S. GOVERNMENT. 1974- Washington,D.C.: Congressional Information Service.
Z7552 A4 (Index Tables) Data Grab #67

STATISTICAL REFERENCE INDEX: A SELECTIVE GUIDE TO AMERICAN STATISTICAL PUBLICATIONS FROM PRIVATE ORGANIZATIONS AND STATE GOVERNMENT SOURCES. 1980- Washington,D.C.: Congressional Information Service.
Z7554 U5S68 (Index Tables)

Atlases and Gazetteers

An atlas is a bound set of maps with an index (often called a gazetteer) and usually an accompanying text. Various kinds of thematic maps may be included which graphically display political, economic, statistical and historical information. Browse in the atlas sections of the Reference area, Range 6 (L.C. class "G) and the Atlas Cases (to the right of the first row of the Author-Title Catalog), for examples.

A gazetteer is a dictionary of place names, useful for identification, spelling, pronunciation, location, and other miscellaneous information.

COMMERCIAL ATLAS AND MARKETING GUIDE: ONE HUNDRED ELEVENTH EDITION. Chicago: Rand McNally, 1980.
G1019 R455 1980 (Atlas Case 3:4)

THE INTERNATIONAL GEOGRAPHIC ENCYCLOPEDIA AND ATLAS. Boston: Houghton Mifflin, 1979.
G105 T5 (Range 6)

THE GOVERNMENT PUBLICATIONS LIBRARY

UNIVERSITY OF COLORADO LIBRARIES

WHAT IT IS

The University of Colorado Library has over twenty thousand feet of shelves full of government publications. They are issued by government agencies of all kinds--municipalities, states, nations, and international organizations. The largest group is the collection of United States government publications. The library has been a depository for Federal publications since 1879. In recent years, it has become a depository for publications of these international agencies: The European Communities (Common Market), GATT and the Organization of American States. It buys all the sales publications of the United Nations, UNESCO, the Food and Agriculture Organization, World Health Organization, International Atomic Energy Agency, International Court of Justice, World Meteorological Organization, International Bank and the Council of Europe, and a selection of those of several other international organizations.

It collects public documents of the state of Colorado and surrounding states, and a selection of those of other states. California and New York have made it a depository for a selection of their publications.

It has a growing collection of foreign government publications, from Argentina to Zambia. The largest collection is of British publications.

The Government Publications Division also has a collection of more than 900,000 government sponsored research and development reports on microfiche which can be retrieved through Government Reports Announcements and Index.

HOW IT IS ARRANGED

Centralized classification and indexing of United States Government publications have been furnished by the Public Documents Department of the United States Government Printing Office for many years. To classify and catalog in this library between three and four thousand documents every month would require the full time of several professional librarians. By using the Superintendent of Documents classification system for Federal publications, and an adaptation of it for other government publications, the library is able to organize and service the collection with a very small staff, and to have a system much better suited to government publications than either the Dewey or the Library of Congress classifications.

HOW TO FIND MATERIAL

Because the arrangement and indexing are different from the rest of the library, everyone who wishes to use the collection should come first to the office of the Government Publications Librarian for an introduction to the collection. Office hours are 8-5 and 7-10 Monday through Thursday; 8-5 Friday; 12-5 Saturday; and 1-5 and 7-10 Sunday. The collection and its indexes are available whenever the building is open.

Most current government periodicals are listed in the C.U. Libraries' Catalog of Serials, together with their call numbers. For information about titles not found, consult the staff of the Government Publications Division.

Government publications may be charged out at the Circulation Desk (main floor) where date-due slips will be attached, with the exception of periodicals and heavily used reference materials. These are stamped LIMITED CIRCULATION and must be used in the library so that everyone will have equal opportunity to use them.

COMPUTER BASED REFERENCE SERVICE (CBRS)
University Libraries
University of Colorado, Boulder

WHAT IS CBRS?
CBRS is an acronym for Computer Based Reference Service. As a part of the University Libraries' reference service, CBRS searches by computer the more than 200 data bases available from Lockheed Information Systems, SDC Search Service, and Bibliographic Retrieval Services. This service is not connected with the University Computing Center.

WHAT IS A DATA BASE?
Basically, a data base is a machine readable version of a printed index or abstract. While the Libraries have most of the indexes and abstracts in printed form, computer searching can provide many more ways of locating information.

CAN I HAVE A SEARCH DONE IN ANY SUBJECT?
The data bases currently available to CBRS cover a wide range of subjects, but not all topics are suitable for a computer search. To get a definite answer to this question, you should discuss your topic with a librarian either in the Reference Department of Norlin Library or in the branch library appropriate to your topic.

IS THIS SERVICE FREE?
No. Searches are done on a partial cost recovery basis. Rates vary depending upon the data base searched. The scope and complexity of each search also vary, so that the cost of each search is calculated at the conclusion of the search. To save you money, the citations that comprise your bibliography can be printed offline after we disconnect from the computer. These offline prints are sent by U.S. Postal Service first class mail and arrive in five to seven working days. You will be charged on a per item basis for offline prints. The per item rate is usually between $.05 and $.10.

WHAT IS THE COST OF AN AVERAGE SEARCH?
As we have already stated, the scope and complexity of each search varies, as do the number of citations in each bibliography, and since these are key factors in determining your costs, it is difficult to give an average cost. Typically, searches cost between $15.00 and $30.00, but they may be lower or higher. Payment must be made at the time of the search.

HOW CAN I ARRANGE FOR A LITERATURE SEARCH?
The first step is to discuss your topic with a librarian in Norlin's Reference Department or in a branch library to see if your topic is suitable for computer searching. All searches are scheduled on an appointment basis only. The procedure for scheduling a search will be explained when you are discussing your topic.

ARE THERE THINGS I CAN DO TO IMPROVE THE QUALITY OF THE SEARCH?
Yes. Formulate your topic into a succinct topic sentence. The computer is not a thinking machine, so it must be told exactly what you are looking for. Your topic sentence is the foundation upon which we can build a strategy to compile a bibliography tailored to your specific needs. Spend some time with a relevant printed index or abstract to determine key index terms (i.e., index terms that retrieve the type of information you want in your bibliography). If you know of a relevant article, bring the complete citation with you when the search is to be run. This information can help pinpoint key terms.

ALL OF THIS SOUNDS GOOD, BUT IS IT WORTH IT?
Only you can answer that. It has been said that one minute of computer searching is equivalent to one hour of searching in a printed index.